



**Alpha Q, Inc. is seeking a Marking, Shipping and Certification Clerk to join our Glastonbury Southern Gage Division! Glastonbury Southern Gage is a world leader in precision gaging. This is a rare opportunity to work with some of the best people in the industry. This position will be located at our Colchester, CT manufacturing facility.**

**Essential Duties and Responsibilities of the position to include, but not limited to:**

Individual will be responsible for the timely and accurate marking of all GSG CT manufactured product, proper packaging, shipping by designated source (UPS, FEDEX, DHL, etc.) preparation of all required shipping paper work and preparation of product certification as required.

Activities will include but not be limited to:

- Marking of manufactured product to GSG or customer requirements by Laser marking or other method as needed.
- Verify marking is correct.
- Use appropriate method to protect the product from oxidation or other environmental factors.
- Prepare boxes or other methods of packaging for shipment.
- Package the product to protect it and prevent damage in shipping.
- Prepare shipping paperwork for the method of transportation (UPS, FEDEX, DHL, etc.).
- Record shipment in the computer system.
- Prepare product certification to GSG or customer requirements as needed.
- Include proper paperwork in the package for shipment.
- Work with Customer Service to complete any export paperwork that is required.
- Requisition of shipping items, handles or other items as required.
- Performs other duties as assigned

**Qualifications:**

- Two years of applicable experience
- Qualified candidates will need to have good communications skills, a high degree of attention to detail and be comfortable with data entry on computer.
- Candidates must be organized and quick to learn
- Ability to document procedures and work instructions.
- Read blueprints to obtain marking information.
- Properly interface with other managers, engineering and supervisors, as well as, all employees at all times.
- Ability to work with limited Supervision.
- Take the initiative to make things better.

**Education Required:**

- High school or vocational graduate

**Compensation:** We offer a very generous compensation package and our benefits package includes, health, dental, 401K plan, vacation, and life insurance.

**Hours:** First Shift is 7:00AM-4:30PM

Please visit [www.alphaqinc.com](http://www.alphaqinc.com) to learn more.

If you feel you are the right fit for the position, please send a current resume and cover letter with salary requirements to [lgayton@alphaqinc.com](mailto:lgayton@alphaqinc.com)

*It is the policy of Alpha Q, Inc. to ensure equal employment opportunities to all qualified persons without regard to race, gender, religion, age, national origin, disability, qualified veteran status, or other protected class status.*