



## Shipping and Receiving Coordinator

*Full-time • On-site (Snoqualmie, WA)*

Located in Snoqualmie, WA, Gladiator Technologies, LLC (<https://gladiatortechnologies.com>) is seeking a motivated Shipping and Receiving Coordinator. This position is employed by Gladiator Technologies, LLC, though the role will include performing shared service work for LKD Aerospace, LLC. Reporting directly to the Manager of Operations, this position is responsible for the accurate and compliant flow of incoming and outgoing parts and materials within an AS9100D-certified manufacturing environment. This role oversees receiving, inspection coordination, packaging, shipment preparation, documentation, and inventory support.

### **Role Responsibilities:**

#### Receiving & Incoming Material Management

- Receive incoming raw material, components, tooling, and supplies.
- Verify packing slips, certifications, quantities, and part numbers against purchase orders, and ERP records.
- Coordinate and perform receiving inspection processes per AS9100D procedures.
- Tag and identify materials to ensure full traceability.
- Segregate nonconforming or suspect material in accordance with quality procedures.
- Maintain accurate receiving documentation and inspection records.
- Communicate receiving discrepancies proactively with Quality, Purchasing, and Manufacturing teams.

#### Shipping & Outbound Logistics

- Generate packing lists and shipping documentation using ERP and shipping platforms.
- Prepare and package shipments, including shipments requiring specialized packaging standards.
- Ensure correct labeling, part tagging, serialization, and traceability.
- Schedule carriers and coordinate shipments with customers and internal teams.
- Manage domestic and international shipments in compliance with regulatory requirements.
- Verify accuracy of shipments prior to release.
- Make timely and decisive shipping decisions to meet production schedules and customer commitments.

#### Packaging & Compliance

- Implement appropriate packaging methods.
- Follow customer specifications and internal procedures for protective packaging.
- Maintain packaging material inventory and standards.
- Escalate packaging or compliance concerns immediately to appropriate stakeholders.

#### Inventory & ERP Support

- Assist in managing finished goods and raw material inventory.
- Perform transactions and updates within ERP systems accurately and in real time.
- Support inventory accuracy initiatives.
- Maintain accurate system records for shipping and receiving transactions.
- Prioritize workload dynamically based on changing production demands.

#### Documentation & Certification Control

- Coordinate and maintain records for material certifications and outsource service provider certifications.
- Ensure documentation packages are complete and compliant prior to shipment.
- Maintain organized electronic and physical records per AS9100D retention requirements.
- Proactively communicate missing or incomplete documentation to Quality and Purchasing.

**Education/Experience:**

A General Educational Development (GED) from four-year high school; or related experience and/or training; or equivalent combination of education and experience is required.

**Preferred Experience/Knowledge:**

- At least 5 years experience with shipping, receiving, or logistics within a manufacturing or aerospace environment is preferred.
- Experience using ERP systems for inventory and shipping transactions.
- Strong attention to detail, organization, and documentation accuracy.
- Strong computer skills and use of Microsoft Office Suite and familiarity with MRP/ERP systems is preferred.
- Ability to pro-actively prioritize multiple tasks, while maintaining strong organization, a commitment to safety, attention to detail, and a positive attitude in a fast-paced and continually changing environment.
- Ability to work cooperatively in a small team environment and have strong ethics to do what is right for the customer, the company, and fellow employees.

**Certifications and Licenses:**

This position does not require specific certifications or licenses.

**Location and Work Environment:**

The position is full-time on-site in Snoqualmie, WA.

The work is typically performed in an office environment, with a moderate noise level. Infrequent presence in the manufacturing area may be required, where noise levels range from moderate to loud and may include dust, vibration, and potential chemical exposure that is typical for a small component production environment.

The role involves frequent communication, both in-person and via phone or Teams, with individuals and groups. The candidate must be able to read and respond to documents in both hard copy and electronic formats. The position may require occasionally lifting materials up to 50 lbs. and performing tasks that involve bending, kneeling, stretching, and standing during shifts.

**Compensation and Benefits:**

The compensation range for this position is \$27.50 to \$32.00 per hour and is based on experience level and credentials. Gladiator Technologies offers a competitive benefits package designed to attract and retain talent while promoting a healthy work-life balance, including:

- Annual 401k match.
- Medical, dental, and vision insurance.
- Life, AD&D, and long-term disability insurance.
- Variety of discounts for electronics/cell phones, financial services, childcare, groceries, travel, entertainment, and many more.
- Various voluntary insurance benefits like legal services, short-term disability, term life insurance, and many more.
- Generous paid time off (PTO) per year based on experience level.
- 8 paid holidays throughout the year.
- Monthly cell phone stipend based on position and requirements of cellular usage.

**Disclosures:**

Gladiator Technologies is a drug-free workplace and an Equal Opportunity Employer (EEO) committed to creating a diverse and inclusive work environment where all employees are treated with respect and dignity. Employment decisions are based on merit, qualifications, and abilities without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law.

In accordance with the Americans with Disabilities Act (ADA), Gladiator Technologies is committed to providing equal employment opportunities to all individuals, including those with disabilities. If you need assistance during the application process, please contact our HR department to request reasonable accommodations.

Because this position requires potential access to technology controlled under the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR), the successful candidate must be a "U.S. person" as defined in the ITAR and EAR. In order to be a U.S. person for ITAR and EAR purposes, you must: (i) be a citizen or national of the United States; or (ii) be a lawful permanent resident (i.e., "green card holder") of the United States; or (iii) have been admitted to the United States as a refugee, or have been granted asylum, provided that you have applied for naturalization within six months of the date you first became eligible, and if not yet accepted, you are actively pursuing naturalization after two years from the date of your application.

**About Us:**

Located in Snoqualmie, WA, Gladiator Technologies (<https://gladiatortechnologies.com>) is a rapidly growing designer and manufacturer of high-performance MEMS inertial systems and sensors and systems for demanding commercial aerospace, defense, motorsports, and other commercial applications.

**How to Apply:**

Apply online on Indeed, <https://www.indeed.com/>, or at Gladiator Technologies' Careers pages, <https://gladiatortechnologies.com/careers>. We look forward to reviewing your application!