



National Electrostatics Corp.

7540 Graber Road, P.O. Box 620310
Middleton, WI 53562-0310
U.S.A.

Tel: (608) 831-7600

Fax: (608) 831-9591

E-mail: nec@pelletron.com

Web: <http://www.pelletron.com>

National Electrostatics Corp. (NEC) is the world's leader in manufacturing electrostatic ion beam accelerator systems. We're a private, employee-owned company, and we pride ourselves on providing a wide variety of Pelletron accelerator systems to meet our customers' needs. NEC is seeking a dependable and detail-oriented **Receiving Associate** to join our dedicated team. This position is responsible for receiving incoming shipments, verifying materials, maintaining inventory accuracy, and supporting warehouse and production operations.

Essential Duties & Responsibilities

- Receive and inspect incoming shipments and materials
- Verify shipment contents against packing slips and purchase orders
- Unload deliveries and distribute materials to appropriate locations
- Maintain accurate inventory and receiving records
- Identify and report damaged or missing items
- Assist internal customers with questions
- Maintain a clean and organized receiving area
- Assist with inventory counts and warehouse support activities
- Follow company safety procedures and policies

Qualifications

- Excellent customer service skills
- Exceptional communication skills
- Strong mathematical and analytical skills
- High attention to detail
- Great time management and organizational skills
- Basic computer and data entry skills
- Ability to lift up to 100 pounds

Education/Experience:

- High school diploma or equivalent
- Previous warehouse, receiving, or inventory experience preferred

Why Join NEC?

- Competitive pay and benefits
- 401(k) with company match
- 10 Paid holidays, vacation and sick
- Opportunities for advancement

How to Apply:

If want to be part of a work life balance environment, please submit your resume to personnel@pelletron.com or apply online at Careers – National Electrostatics Corp. (pelletron.com) using our quick 3-minute application.

NEC is an Equal Opportunity Employer