RAJANT

Shipping Assistant Location: Morehead, KY. (On-Site)

RAJANT CORPORATION is the global leader and pioneer of patented **Kinetic Mesh®** networking, powering mission-critical connectivity for autonomous systems, industrial operations, defense, mining, manufacturing, energy, logistics, and other demanding environments worldwide. For more than 25 years, Rajant has helped organizations connect people, machines, assets, and data through its **Mesh-Over-Everything™** architecture and distributed edge computing platform.

Together with its subsidiary, **Rajant Health Incorporated (RHI)**, Rajant is advancing Industrial AI, automation, mobility, and real-time operational intelligence—bringing resilient connectivity wherever people, machines, and data move.

POSITION OVERVIEW: Rajant is seeking a hands-on **Shipping Assistant** to support daily warehouse, logistics, and trade compliance operations by working directly alongside the Trade Compliance/Logistics Specialist. This **entry-level role** focuses on preparing outbound shipments, verifying order and documentation accuracy, maintaining shipping supplies, and assisting with general administrative and floor tasks to ensure domestic and international packages move smoothly and on schedule.

RESPONSIBILITIES:

Order Preparation
- Pick, pack, weigh, label outbound orders accurately according to customer specifications, carrier guidelines, & regulatory requirements.

Documentation & Data Entry
- Generate shipping labels, packing slips, commercial invoices, & basic bills of lading; log tracking numbers and shipment statuses into inventory or shipping software.

Loading & Staging
- Organize staged pallets, verify piece counts against manifests, and assist with loading delivery trucks or carrier pickups.

Inventory & Supplies
- Monitor stock levels of boxes, tape, bubble wrap, & labels, notifying the Trade Compliance/Logistics Specialist when supplies need to be reordered.

General Support
- Assist the Trade Compliance/Logistics Specialist with ad-hoc administrative tasks, customs/compliance filing support, carrier communications, return processing (RMAs), and keeping the shipping dock clean and hazard-free.

QUALIFICATIONS & SKILLS:
- **Education & Experience:** High school diploma or equivalent; no prior warehouse or logistics experience required (on-the-job training provided).
- **Technical Skills**: Basic computer literacy with the ability to learn shipping software (e.g., UPS WorldShip, FedEx Ship Manager, or ERP systems) and barcode scanners.
- **Core Competencies:** Strong attention to detail, reliability, clear communication, and the ability to follow multi-step instructions in a fast-paced environment.
- **Physical Requirements:** Ability to stand and walk for extended periods, bend, stoop, and lift packages up to 50 lbs regularly.

WORK ENVIRONMENT:
- Primarily operates in a warehouse or loading dock environment with exposure to varying temperatures and moderate noise levels.
- Requires adherence to standard workplace safety protocols, including wearing appropriate footwear & personal protective equipment (PPE) as needed.

Reports To: Trade Compliance/Logistics Specialist. **Employment Type:** Full-Time with Benefits. **Location:** Morehead, KY (On-Site).

Apply: Introduce yourself with a cover letter and resume to **jointheteam@rajant.com**.

Rajant Corporation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, physical or mental impairment, sexual orientation, or any other category protected under federal, state, or local law. Rajant is a USG Contractor and complies with all U.S. laws, regulations, and Executive Orders.

200 Chesterfield Parkway ● Malvern, PA 19355 ● tel (484) 595-0233 ● fax (484) 595-0244

www.rajant.com