



Pile Dynamics, Inc.

Quality Assurance for Deep Foundations

Shipping and Receiving Specialist

Last Update: 1/9/2020

General Summary

The Shipping and Receiving Specialist is responsible for receiving incoming small packages, freight shipments, and customer equipment; shipping out sales orders, repairs, and rentals.

Job Responsibilities

- Verify quantities and receive all incoming small package and freight shipments.
- Verify equipment and quantities of incoming customer repairs.
- Pick, pack, and ship domestic and international shipments.
- Perform routine warehouse organizing and cleaning.
- Prepare serialized logs for Thermal Wire® cable shipments.

Experience

- 2-3 years of shipping domestic and international packages.
- 1-2 years of warehouse experience.

Education

- Minimum 2-year Associates degree and computer knowledge required. The company will accept the equivalent combination of both education and experience.

Physical Requirements

- Manual dexterity to operate office equipment. Requires extended periods of standing, walking, and sitting
- Normal or corrected vision and hearing to normal range
- Medium Work - Exerting up to 50 pounds of force occasionally, and/or up-to 20 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects

Earnings

- This is a full-time, hourly position with an annual bonus component
- Benefits: PDI offers medical, dental & vision insurance as well as long-term disability and life insurance. Paid vacation and holidays. Following the first year of employment, employees are invited to participate in the corporate 401(k) and ESOP retirement plans

EEO Statement

- Pile Dynamics, Inc. is an Equal Employment Opportunity company. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and duties. This position reports directly to the Production Manager.