



Pine Electronics, Inc.
101 Industrial Drive
Grove City, PA 16127

PH: 724.458.6391
FAX: 724.458.4648
pineelectronics.com

Pine Electronics, Inc., is seeking a Shipper Receiver to perform duties related to shipping and receiving merchandise. The Shipper Receiver will verify merchandise, organize distribution, prepare related documents and maintain storage areas.

The candidate will be expected to perform the following essential functions of the position:

- Receive products from vendor deliveries and unload trucks as required.
- Compare packing lists to company purchase orders and ensure that the products in each delivery match the packing list.
- Unpack, examine, and route incoming shipments, reject damaged items, record shortages, and communicate with appropriate internal personnel to rectify damages and shortages. Receive and process all defective parts returned for replacement or credit (RMA).
- Received goods are labeled and put in their proper place.
- Prepare and expedite shipments. Determine labeling requirements including but not limited to: assemble and pack product containers, prepare and affix shipping labels on packed cartons or stencils identifying shipping information for cartons, skids or other storage devices in an accurate manner including any special labels that are customer required.
- Determines or confirms method and mode of shipment (generally UPS) to customer requirements.
- Compare identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Prepare all shipping documents in a timely and accurate manner. Post weights and shipping charges, and affix postage.
- Properly operate equipment, including but not limited to: fork truck and hand truck to convey, move or hoist materials to proper departments or areas.
- Ensure there is an adequate supply of shipping materials on hand at all times.

Other Duties:

- Prepare Failure and Evaluation Report for customer returned materials.
- Prepare data sheets, engineering change orders (ECO), non-conformance reports.
- Complete shop routers.
- Work with Enterprise Resource Planning (ERP) database system to utilize all production and manufacturing documentation.
- Associated recordkeeping and filing.
- Cycle counting.
- Pick parts for jobs.
- Deliver and pick up products/supplies.

Minimum Qualifications:

- High School Diploma or GED.
- Minimum of two (2) years' experience as a shipper receiver in a manufacturing environment.
- Understanding of part numbers, part usage, and applications for use.
- Administrative and clerical skills.
- Computer skills including Microsoft Office, internet/email, freight software.



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The candidate will be standing and walking the majority of the time and must have the ability to lift and move up to 30# on a regular basis.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

To be considered for this position, you must apply at www.pacareerlink.pa.gov/, posting # 12907048