



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 **Receiving Clerk** to perform duties related to receiving merchandise. The Receiving Clerk 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.
- 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.
- Properly operate equipment, including but not limited to: Carts and hand trucks to convey, move or hoist materials to proper departments or areas.
- Must have the ability to climb & descend rolling ladder (8ft height maximum)
- Monday-Friday work schedule with overtime as required.

Other Duties:

- Assist in preparing and expediting shipments.
- 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.
- 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.
- Maintain general housekeeping and organization of shipping and receiving area.

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.

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.



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The chosen candidate will enjoy:

- A sound and well-established company
- A healthy work environment
- A competitive salary with excellent benefits:
 - Medical, Dental and Vision Insurance
 - HRA and FSA
 - Life, A.D.&D, Short-term disability, Long-term disability insurance
 - 401K Match and Profit Sharing
 - Educational Assistance Program
 - Paid Time Off (PTO)
 - Unpaid Time off (UTO)

In order to comply with federal equal opportunity recordkeeping and other reporting requirements, PINE asks all applicants to provide us with certain demographic information. Providing this information is strictly voluntary and will be kept confidential and separate from any resumes or other material submitted. It will not be used in determining employment at PINE. In order to complete this document, go to [www.pineinstrument.com / Careers / Invitation to Self-Identify](http://www.pineinstrument.com/Careers/Invitation%20to%20Self-Identify) and follow the directions. <https://www.pineinstrument.com/self-identification-form/>

Thriving at PINE requires embracing Pine's Vision of Success: Lead with Compassion – Follow with Respect – Interact with Integrity – Labor with Diligence – Invest with Wisdom.

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.

Applicants who do not meet the basic qualifications for the position will be not considered.

You may apply for this position at www.pacareerlink.pa.gov or www.indeed.com.