Driver/Utilitarian

We are seeking a Driver/Utilitarian. This position will deliver and pick up parts from vendors and customers in the company pick-up truck. Miscellaneous machine shop duties to include; deburring parts, cleaning and assembly work.

The primary responsibilities include:
- Drives company pick-up truck to deliver and pick up parts. Will require the ability to load and unload pallets and parts. Forklift experience required.
- Assists in shipping and receiving duties, inventory counts for shipping and receiving.
- As needed, will assist in the deburring of parts or assembly work.

Knowledge and skill requirements:
- Clean driving record with valid driver's license. Prior driving experience preferred.
- Excellent communication skills to communicate with vendors and customers.
- Ability to read and navigate directions.
- Forklift experience required.
- Ability to lift 30 - 40 lbs.
- Ability to be flexible and adapt to changes in duties from day to day.
- One - three years experience working with hand tools/machines.
- Willing and collaborative attitude with strong work ethic.

This is an hourly position. $12/hour with comprehensive benefits.
Hours of operation, 8:30 - 5:30 (flexible)

Poly-Tech Industrial is located in Huntersville, NC.
Check us out at www.polytechindustrial.com

Apply within or send resume to:
Poly-Tech Industrial, Inc.
Attn: Julie Finke
13728 Statesville Rd.
Huntersville, NC 28078
Or email hr1@polytechindustrial.com

Shipping/Receiving Inventory Technician

We are seeking a Shipping/Receiving Inventory Technician. The Technician performs the shipping, receiving, storage and distribution to and from Poly-Tech. The Technician prepares materials for inventory, performs warehouse activities for efficient and safe storage and operations.

The primary responsibilities include:
- Performs incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of shipments.
- Resolves discrepancies with accounting regarding invoices, packing slips and receivers.
- Receives incoming materials and prepares them for inventory and enters them timely into inventory via E2 daily. (MRP system).
- Performs the movement of material from receiving to the warehouse in an efficient, effective and safe manner.
- Determines competitive shipping methods to meet customer's delivery requirements and prepares shipments for delivery.
- Stores material in the warehouse in accordance with lean practices and planned layout and ensures the safe handling of materials.
- Delivers materials to other operations in house utilizing a forklift.
- Monitors and coordinates scrap bins. Notifies recyclers when pick ups are necessary and ensures bins are empty and available for scrap.
- Maintains the dock area ensuring the dock is free and clear for deliveries as well as adhering to safety procedures.
- Performs assembly work for the machine shop when necessary.
- Assists Finishing Manager on maintenance activities and repairs as needed.

Knowledge and skill requirements:
- An associates degree in inventory/warehousing, logistics or equivalent combination of experience.
- Minimum of 3 - 5 years' experience in a shipping/receiving environment.
- Ability to read and interpret shipping rules and practices.
- Ability to do basic math and understand measurements and weights.
- 1 - 3 years experience working with computers with inventory software
- Excellent communication skills
- 1 - 3 years mechanical experience working with hand tools/machines
- Forklift certified
- Current drivers license with clean driving record.

Shipping/Receiving Inventory Technician Apply:

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