



Union Electric Steel Corporation, Since 1923
Assistant Shipper/Receiver
Burgettstown, PA and Carnegie, PA

Job Summary

Assists with the daily shipping and receiving of raw materials, supplies, and products in accordance with company guidelines, giving careful consideration to using the most reliable, economical and efficient method.

Essential Duties and Responsibilities

- Assists Harmon Creek shippers to coordinate movement, storage and inventory of raw materials and finished goods through plant area.
- Facilitates the shipment and receipt of small package shipments from parcel carriers.
- Administers requisitions for supplies and services.
- Assists Harmon Creek Shippers and FEP Coordinator with paperwork and coordination of product shipments to customers, other plants and outside processors as needed.
- Performs shipping and receiving transactions in business system.
- Assists with coverage for other shippers and plants as needed.

Education/Experience (all education/experience bullets are required unless noted as "preferred")

- High school diploma or equivalent (GED); post-secondary education preferred
- 1-3 years production/manufacturing experience

Work Schedule

- Weekdays, Noon until 8:00PM

Job Knowledge, Skills and Abilities (all knowledge, skills and abilities are required unless noted as "preferred")

- Ability to communicate effectively, both verbally and in writing
- Ability to effectively plan, organize and prioritize projects
- Ability to function in a team environment
- Ability to work independently with minimal supervision and guidance
- Independent judgment and decision making abilities
- Proficiency in basic Microsoft Office products to organize and communicate
- Strong analytical and problem solving skills
- Continual attention to detail
- Travel = 25%

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job.

Competitive Wage, Medical, Dental, 401k

Pre-employment physical, background check and drug screening for all new hires

We have created a culture and environment that fosters personal and professional growth. If you would like to become part of our dynamic organization, visit our website at www.uniones.com and send a resume and cover letter for immediate consideration to:

Union Electric Steel Corporation

An Ampco-Pittsburgh Company

Post Office Box 465

Carnegie PA 15106-0465

Attention: Human Resources (HCCAR/SHIP)

E-mail: hrrecruiting@uniones.com

Please no phone calls

EOE AA M/F/D/Vet/Disability

Voluntary Self-Identification of Disability

Voluntary Self-Identification of Race, Gender, and Protected Veteran Status