



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

Job Summary

Assists with coordinating 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 with Coordination of export shipment activity in accordance with Letter of Credit, Sales Agreements, export shipping laws and regulations.
- Administers the booking process in accordance with exporting standard operating procedures (SOP), the schedule report and the Plant Request for Export Booking spreadsheet.
- Interacts daily with external shipping entities such as freight forwarders, port stevedores, and document preparation services, as well as internal departments (Sales and Shipping Departments) to ensure accurate and appropriate shipments.
- Ensures packaging and routing conforms to customer specifications and determines legal load limits of trucks.
- Facilitates the shipment and receipt of small package shipments from parcel carriers.
- Coordinates movement, storage and inventory of raw materials and finished goods through plant area.
- Creates required transportation documents for domestic and international shipments.
- Performs shipping and receiving transactions in business system.
- Administers requisitions for supplies and services.

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

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

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 (CARSHIP)

E-mail: hrrecruiting@ampcopgh.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