

CAREER OPPORTUNITY

Position: Shipping / Receiving A
Location: Tulsa, OK
Classification: Full-Time, Non-Exempt

Job Summary:

To receive, store, inventory, issue, and ship equipment and materials used and produced within the plant.

Main Duties/Responsibilities:

- Receive, store, and issue material, equipment, tools, and/or consumables required around the facility.
- Receive, store, issue, and ship materials, merchandise, and products flowing in and out of the warehouse and plant.
- Inventory, track, and replenish stock material, equipment, tools, and/or consumables as required.
- Work within the ERP system to receive, identify, and track inventory items.
- Properly handle paperwork associated with receiving, shipping, issuing, and tracking of materials, merchandise, and equipment.
- Deliver material, equipment, merchandise, tools, and/or consumables to the appropriate location(s) around the facility.
- Report abnormal conditions of equipment to Production Manager.
- Work in a safe and secure manner and comply with the safety rules and procedures.
- Operate overhead cranes, forklifts, and other mobile equipment for the moving of material, components, and equipment from location to location within the plant.
- Perform general laborer duties as required (i.e. grinding, loading and unloading of trucks).
- Keep working area clean and perform housekeeping duties around the plant as required (i.e. pickup tools, roll-up hoses and cables, sweep).

Qualifications:

Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- Solid organizational and computer skills.
- Previous ERP software experience strongly preferred.
- Must be capable of reading prints and performing dimensional checks.
- Capable of lifting 50 lbs. up to waist.

- Requires 2 year minimum of job-related work experience.

Compensation:

The successful candidate will receive a competitive salary and an attractive benefits package which may include, but is not limited to: medical, dental, life insurance and flexible spending account.

Screening:

All candidates will be subject to drug and alcohol screening and a background check prior to employment.

SUBMISSION

Submit your resume with the [applicant data sheet](#) or submit a completed [employment application form](#) to:

Postal Mail:

208 N. Iron St.
Paola, KS 66071
Attn: Human Resources

Email:

hr@tfes.com

Taylor Forge is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other characteristic protected by law.

OBSERVE ALL SAFETY PRACTICES

The above statements are intended to describe the general nature and level of the work being performed by the people holding this position and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Incumbents will follow any instructions, and perform any other related duties, as may be required.