



JOB TITLE: Shipping & Receiving Operator

Supervisor: Operations Manager

Pay Range: \$25.00 to \$30.00 per hour

ABOUT ALEXANDER TUBULAR INC.

Alexander Tubular Inc. (ATI) is where innovation meets industry! We're not just your average company; we're a bold startup venturing into the world of producing high-quality HDPE pipe products. While we're in start-up mode, we are also part of a thriving, collaborative, and supportive community. We're on the lookout for passionate individuals ready to help shape the future of our industry.

Unlike traditional manufacturing companies, at ATI, you're not just a cog in the machine; you're a crucial player in building the foundation of our success. We're building more than just a business; we're building a legacy!

JOB SUMMARY:

We're hiring a Shipping and Receiving Operator who will assist our Operations Manager with all logistical operations, including all transportation and shipping for foreign and domestic markets.

Your mission is to ensure accurate schedules exist for the flow of materials, parts and products between or within departments.

ESSENTIAL FUNCTIONS:

- Responsible for shipping and receiving both domestically and internationally.
- Maintain good relationships with vendors, truckers, and customers.
- Assure timely delivery as best possible total cost and service levels to the customer.
- Maintains an accurate log sheet of daily moves, scanning inventory, and counting accurately.
- Work with Operations Manager to properly, safely, and efficiently package and inspect product for shipment.
- Inspect incoming materials.
- Ensure that shipping and warehousing processes are properly documented as standard operating procedures and ensure that the processes are followed.
- Maintain organization and 5S in the yard.
- Compute and communicate various performance metrics (such as on-time delivery performance) in the plant.
- Communicate shipping and delivery information to managers throughout the company.
- Perform other duties as assigned.
- This includes managing inventory control and logistics.
- Ensures 100% on time shipments.
- Co-develop a culture that has a disciplined systematic approach to "Risk Management" that is reflected in the work practices involved in designing, building, operation and maintaining our facilities and infrastructure. **SAFETY FIRST!**
- Establish controls and action plans to mitigate gaps in performance.
- Assists in Lean, KPI, and other efficiency goals and processes including root cause analyses.
- Ensure that operations are being conducted in compliance with all applicable state and federal laws and regulations.
- Able to make decisions about production issues as they arrive.



MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Must have a High School Diploma or GED, or experience in a related field.
- Good written and verbal communication skills
- Strong sense of time organization and urgency
- Able to work independently and within a team.

PHYSICAL REQUIREMENTS:

- The incumbent will perform physical efforts such as climbing, lifting to 50 pounds, and reaching.
- The incumbent will also be seated for short periods of time and do repetitive work at the computer in addition to considerable walking.
- Must be able to operate hand and pneumatic powered strapping tools. Must also be able to utilize chains, slings and hooks. Must be able to operate keyboard on microprocessor equipment.
- May be required to climb stairs or ladder and work on elevated platforms. Involves getting into and out of lift trucks and other mobile equipment.
- Must be continually alert to mobile machinery. Must be able to cope with the pressures of extrusion equipment that runs continually in a 24-hour period. Must be able to understand and retain safety subject training.

GUIDELINES:

- Incumbent uses guides and employer standard operating procedures, in addition to handbooks, policies, and precedents.
- The Incumbent implements adaptations in dealing with problems and unusual situations always with the best interest of the company in mind.

COMPLEXITY:

- As the level of difficulty increases, the incumbent considers differences in the courses of action and refines methods or develops new techniques, concepts, theories, or programs to solve problems.
- Incumbents will frequently be faced with unusual circumstances and incomplete or conflicting data in addition to various staff and personnel who have special interests and individual priorities, which may conflict with existing policy and procedures.
- The level of difficulty will vary from mild to intensive and complex circumstances on a routine basis.
- The incumbent is often required to depart from past approaches and to extend traditional techniques or develop new ones to meet major objectives and projects without compromising responsible methods and integrity principles.

SCOPE AND EFFECT:

- The purpose of the work is to conduct precise equipment operations in the Shipping department and manage it with methods and contribute to the generation of profit by providing quality services to our customers.

NOTE:

- The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.



HOW TO APPLY:

Please send us an email letting us know you're interested in joining our team. Please make sure you include your resume. Our email is: hr@alexandertubular.ca

If you've already applied to one of our other openings, no need to reapply. We've got your application and will consider you for all of our openings. We appreciate your interest in joining our team and the time you took to apply, we don't expect you to apply twice!

EQUAL OPPORTUNITY EMPLOYER:

ATI is committed to providing equal employment opportunities to all employees, job applicants, and stakeholders. We foster an environment based on diversity, equity, inclusion, and belonging, ensuring a workplace free from discrimination based on race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Our hiring decisions are based on qualifications and merit, creating an inclusive environment where all individuals are treated with respect. We comply with all applicable laws and regulations governing equal employment opportunities and welcome candidates from diverse backgrounds.

If you require assistance or accommodation during the application process, please let us know.