



## **Job Description**

### **Title**

Shipper / Receiver

### **Reports To**

Production Manager

### **Company Description**

Alps Welding is a custom fabricator of industrial process equipment including pressure vessels, heat exchangers, piping systems, stacks, and storage tanks, among other equipment. We serve a wide variety of industries, including oil & gas, chemical, power generation, food, and steelmaking, selling to EPC's, equipment designers, and direct to end users. Our material experience is vast, including many grades of carbon and stainless steel, as well as exotic alloys such as Inconel, Monel, and titanium. Over 43 years, we have developed an excellent reputation for quality, service, and value.

### **Scope of Role**

This role is responsible for ensuring that the daily and weekly plant deliveries and shipments are performed in an efficient and productive manner to meet the company objectives. This role supervises and maintains the control and documentation incoming and outgoing products, insuring all products are received or delivered as per their respective purchase orders and plant obligations. This role is also responsible for the complete maintenance of all company shipping and receiving tools, equipment, yard and storage facilities.

### **Key Responsibilities & Expectations**

#### **1. Shipping and Receiving**

- a. Confer with the Production Manager for confirmation of job shipping schedules.

- b. All shipments must have signed Alps **Release for Shipment** document before product is allowed to leave our facility.
- c. Ensure proper shipping documentation is being used for all shipments.
- d. Shipments shall not leave Alps Welding without proper shipping documents.
- e. Ensure the shipping and receiving log is being used and maintained daily for all inbound and outbound shipping.
- f. Match all received product packing slips to Alps purchase order.
- g. Ensure product location is identified and transfer receipt and location to.
- h. Report material and quantities to purchaser, in their absence notify the requisitioner.
- i. Notify purchaser of all backorders and short shipments immediately.
- j. Ensure all heat numbers and job numbers are marked on received material.
- k. At the end of each day all copies of mill certificates are to be forwarded to the QA manager complete with job identification (job number)
- l. Ensure with daily inspections by randomly checking that material and hardware are in the location as reported on the receiving papers by the receiver.
- m. Responsible for proper skidding and packaging in accordance with customer and company standards.
- n. Coordination and Scheduling of trucks for loading and unloading.
- o. All receiving paper work to be processed each day.
- p. Setup and maintain daily forklift maintenance program.
- q. Be responsible for complete yard maintenance including the management of all waste and recycling.

## **2. People Leadership**

- a. Assign work by ensuring that instructions are clear and made available at all times. Check in regularly and manage by walking around to ensure the assigned work is being completed correctly and efficiently. Provide immediate feedback through recognition for good performance and constructively provide course correction when work is being done incorrectly or not to standard.
- b. Be respectful in your treatment of other staff members.

## **Applications**

Interested candidates please send email with attached resume to [hiring@alpswelding.com](mailto:hiring@alpswelding.com). Please put "Shipper Receiver" in the subject line of the email.

Local applicants only. Candidates will be contacted if they are selected to participate in the interview process.