

Job Title: Shipper/Receiver
Department: Power
Location: Hackettstown, NJ

Date: 1/21/2019

Position Summary

Astrodyne TDI is looking for a Shipper/Receiver who is hands-on and possesses the discipline to work towards a vision and direct their own actions, as well as working in a team environment participating on the development of innovative products. The Shipper/Receiver is responsible for verifying incoming shipments, packing and shipping all outgoing freight. This professional will also prepare all domestic and International documentation, such as bills of lading, shipping labels, and EEI filing. This person will be part of a cross functional team that requires team work and communication with other departments while continuing to ensure that customer delivery requirements are met without compromising safety, compliance or quality.

Job Responsibilities:

- Inspects incoming freight, process receipts and put away merchandise.
- Inspect outgoing merchandise, review packing list for shipping instructions.
- Assembles packaging materials and package merchandise per instructions.
- Enter data pertaining to domestic and international shipments into the shipping systems of commercial freight carriers, such as Fedex, UPS.
- Create bills of lading.
- Schedule pick up appointments with carriers.

Qualifications:

High School Diploma or GED is required with a minimum of 3 to 5 years of shipping experience. Must have strong communication skills with the ability to work as part of a team. This position requires strength and endurance needed to lift and move packages and operate equipment along with basic computer skills – specifically, Excel.

Due to Military affiliations, we are unable to sponsor candidates who require a Visa. Candidates MUST be a US Citizen or a Permanent Resident/Green Card Holder.

Astrodyne TDI provides equal employment opportunities to all employees and applicants. Our culture is one that provides opportunities for employee involvement, growth, and development. Astrodyne TDI offers competitive salary, paid time off, robust healthcare benefits, and 401(k).

To Apply: Please email your resume and cover letter to Kelsey.connell@astrodynetdi.com, or Beth.Chaplin@astrodynetdi.com