



**CURRENT OPENING
PORTLAND, OR**

Posting Date: July 3, 2018	Close Date: July 23, 2018
Job Title: Shipping & Receiving Assistant	FLSA: Hourly
Reports to: Materials Manager	Job Location: Portland, OR

Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe and tube. With nearly 50 years in the business and more than 500 employees, we provide the highest quality products, at competitive prices, with top-notch support. Becoming part of the Northwest Pipe team means embracing and demonstrating our core values which include: safety, quality, commitment and service.

NWP currently has an opening for a Laborer at our Portland, Oregon manufacturing facility. We are looking for dynamic, energetic and career minded people who can make a difference and will immediately contribute to an organization positioned for growth.

SUMMARY OF JOB PURPOSE:

Under minimal supervision, verifies incoming items as well as maintains documentation on items purchased specifically for a project and receives deliveries.

ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES:

- Receives and signs for all larger deliveries
- Receives and checks all inbound and outbound UPS/FedEx deliveries on a daily basis
- Reviews the packing list for all received items to ensure the correct items were received
- Processes all receiving paperwork
- Maintains paperwork on job-specific items in the computer as well as in files
- Marks job-specific items with the project number, purchase order number, and/or sales order number
- Provides a for-reference-only copy of the packing list for job-specific items to the respective supervisor
- Palletizes any ship-loose items for projects to ensure proper delivery
- Coordinates with the Shipping Supervisor to ensure all ship-loose items are available and shipped as required
- Interprets engineering shop drawing package and does a takeoff on loose materials required on outbound loads of pipe
- Gathers up loose materials and ensures materials are shipped / arrive with the corresponding pipe
- Records loose material shipped and makes certain these materials are documented on a bill of lading for proof of shipment and delivery
- Create bill of ladings as needed and enter shipment information into a database
- Organize loose materials in the parts yard by job
- Regular, reliable, predictable attendance required and performance of the essential functions

SECONDARY RESPONSIBILITIES:

- Assist production as necessary
- Other duties as assigned and directed

JOB SCOPE:

- This position provides support to the shipping and receiving department to prepare pipe and ship loose items for shipment as well as receive a variety of parts/pieces.

SUPERVISORY RESPONSIBILITIES:

- This position has no supervisory responsibilities.

INTERPERSONAL CONTACTS:

- This position may interact within all levels of the Northwest Pipe organization. Additionally, this position may have contact with business partners, customers, vendors, visitors and / or government agencies.

KNOWLEDGE, SKILLS, ABILITIES:

- Proficient in Windows, Excel and UPS Worldwide software. Proficiency in SAP preferred but not required.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to solve practical problems and deal with problems involving several concrete variables in standardized situations
- Ability to use welding machines (wire & stick)
- Must be detail oriented with the ability to work in a multi-task environment and shared workspace.
- Must be able to work in a team environment
- Preferred: ability to operate arc gouging equipment, grinders, forklift, torch, overhead crane, shear, and miscellaneous hand tools

EDUCATION/EXPERIENCE:

- High school diploma or equivalent
- Minimum one year of experience in a heavy manufacturing environment
- Preferred: Two years of experience reading drawings

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- The environmental conditions for this position include inclement indoor / outdoor extremes of cold, heat, dust, wind and various forms of precipitation.
- Walking, moving around and or standing eight (8) hours or more per day. Walking includes moving within a 25-acre facility with dirt roads and uneven ground.



- Recurring climbing and descending of stairs or step ladders throughout the day to perform work. Work for this position may be performed at an elevated station.
- A limited amount of sitting / kneeling may be required for this position.
- There is repetitive hand-wrist, elbow and shoulder motion required for this position for approximately eight (8) hours or more during the work day.
- Lifting and or retrieving items of 0-50 pounds without assistance; 50 – 100 pounds with assistance and 100+ pounds with mechanical assistance.
- In the course of a normal day additional physical activities include bending, stooping, squatting, crawling, pushing, pulling, twisting, reaching, performing work in awkward positions and climbing ladders.
- Employees in this position are exposed to a wide range of varying degree of moderate to excessive noise levels.
- Sight must be within normal ranges to determine that machines are running properly. Specific vision abilities also include close, distance, color, peripheral, depth and the ability to adjust and focus.
- While operating a forklift must be able to press clutch, brake and gas pedals and the ability to control equipment with mechanical hand levers.
- Exposure to a wide range of varying degree of moderate to excessive noise levels.

HOW TO APPLY:

If you are interested in and qualified for this position, please send your resume to PortlandCareers@nwpipe.com or apply in person at our Portland facility Monday through Friday between the hours of 8AM and 1PM.

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.