Pile Dynamics, Inc.

Quality Assurance for Deep Foundations

Position: Shipping Specialist

Location

- PDI maintains its corporate headquarters in Cleveland (Solon), OH.

Outlook

- Pile Dynamics, Inc., a growing company headquartered in the greater Cleveland area, is the largest manufacturer of foundation dynamic testing equipment in the world.
- The pile testing industry is a specialized field in which PDI is the industry leader in terms of knowledge, skill, innovation and size due to its unique history and connection to some of the founders of modern dynamic testing. Since the 1970s this testing sector has been growing consistently and PDI with it.
- PDI is dedicated to pursuing excellence in quality assurance methods by providing quality products with quality service for the deep foundation industry. PDI understands itself as developing the next frontiers in deep foundation testing technology and practice.
- PDI maintains a small firm attitude despite the fact that it has global sales. This allows for a collegial and positive atmosphere despite the challenges of its cutting-edge technology and work schedule.
- PDI has a network of sales representatives spread from the Far East to South America to Australia.
- The products improve the quality assurance of deep foundations on jobsites in over 100 countries throughout the world.

EEO Statement

- Pile Dynamics, Inc. is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to sex, race, color, national origin, age, religion, marital status, military service, or any other characteristic or trait protected by federal, state, or local law.

Diversity, Inclusion and Connectedness Statement

- Pile Dynamics' commitment to diversity and inclusion are an integral part of our company values. We believe that attracting, developing, and retaining employees that reflects the diversity of our customers is essential to our success. PDI's inclusive culture is the result of our commitments, our collaboration, and our inspiration to grow.

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Position Summary
The Shipping Specialist is responsible for assisting the Shipping Supervisor in the day-to-day operations of the department.

Responsibilities
- Pulling and packing orders for shipment
- Shipping completed sales orders, repairs and rentals
- Receiving incoming small packages
- Freight shipments
- Other duties as assigned

Experience/Education Requirements
- Basic computer literacy and navigation is a must
- Proficiency in Microsoft Office Suite is a must
- 2+ years of shipping domestic and international packages
- Knowledge of UPS, FedEx and DHL systems are a plus
- 1+ years of warehouse experience is a plus
- Must be flexible and have the ability to multi-task
- Must take and pass forklift certification class
- 1+ years of operating pallet jacks, forklifts, and lift trucks is a plus
- High School Diploma or GED is required
- Must have excellent written and oral communication skills

Physical Requirements
- Manual dexterity to operate office equipment.
- Requires extended periods of standing, walking, and sitting.
- Normal or corrected vision and hearing to normal range.

Level of Supervision
- This position reports directly to the Shipping Supervisor

Hours/Schedule
- 8:30am – 5:00pm EST
- Monday through Friday

Earnings & Benefits
- This is a full-time, hourly position with an annual bonus component
- Medical insurance (Option 500 or HSA plan)
    - Monthly company contribution to HSA plan
- Dental and vision insurance
- Voluntary/Supplemental: Accident, Short-Term Disability and Voluntary-Term Life Insurance
- 100% coverage of Group-Term Life Insurance, Long-Term Disability and Accidental-Death-and-Dismemberment (AD&D) Insurance
- Paid vacation, sick and holidays
- 401(k) match
- Employee Stock Ownership Plan (ESOP) enrollment after 1+ years of service

The above statements and responsibilities are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and duties.