



Taylor Devices, Inc., located in North Tonawanda, NY, is the world leader in innovative shock and vibration control since 1955. Taylor Devices designs and manufactures shock absorbers, liquid springs, shock isolation systems, seismic isolators, and other types of hydro-mechanical energy management products.

Taylor Devices provides a progressive and positive work environment. We value our employees and encourage both personal and career growth. Our environment presents employees with challenging and satisfying work backed by our core values of hard work and respect in an inclusive environment of diverse, committed and highly accomplished people.

## **Shipping/Receiving Clerk:**

### **Primary Responsibilities:**

- Ship and receive all parts to and from vendors and customers.
- Count all received parts; identify the parts by a Part Number, Job Number, or Purchase Order Number.
- Load and unload trucks and move raw materials as needed using forklift.
- Count all shipped parts and properly package parts for maximum protection in shipment.
- Use Taylor Devices Specified cleaning and packaging procedures.

### **Job Qualifications:**

- 2 to 3 years related experience.
- Fork Truck operation certification.
- Knowledge of UPS, FedEx, and other shipping vendors.
- Demonstrated ability to work well in a team-based, fast-paced environment with enthusiasm.
- Proficiency working in a computer supported environment with business software.

### **Specific Competencies:**

- The employee is required to stand, walk, push, pull, reach overhead, and bend to the floor.
- Exert 20 to 50 lbs. of force occasionally, and/or exert 10 to 25 lbs. of force frequently and/or exert up to ten pounds of force constantly to move objects.
- Ability to handle changing priorities and multiple tasks.
- Strong interpersonal skills.
- Exercises good judgment.
- Ability to take direction.
- Ability to work independently.

### **Benefits:**

Medical, Dental, Vision, 401k and Company Match, Health Savings Account with Company Contribution for High Deductible Health Plans, Bonuses, Company Paid Life Insurance, Stock Purchase Plan, Tuition Reimbursement, Paid Holidays, Vacation, Personal Time, On-the-job Training, Employee Assistance Program, PPE Reimbursements.

**How to Apply:** submit a resume to [employment@taylordevices.com](mailto:employment@taylordevices.com)