Headquartered in Asslar, Germany, Pfeiffer Vacuum is one of the world’s leading providers of vacuum solutions. In addition to a full range of hybrid and magnetically levitated turbo pumps, the product portfolio comprises backing pumps, measurement and analysis devices, components as well as vacuum chambers and systems. Founded in 1890, Pfeiffer Vacuum is active throughout the world today. The company employs a workforce of some 2,900 people and has more than 20 subsidiaries.

Pfeiffer Vacuum, Inc. – USA: We are looking for a

Shipper/Receiver
Nashua, NH

Your responsibilities will include:

**SUMMARY**
Responsible for receiving, storing and/or shipping of parts, materials, supplies, equipment and finished goods.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exercise of judgment, discretion, and tact in all business matters and business relationships is required. Strong interpersonal skills and the ability to maintain clear and cooperative working relationships with co-workers and demonstrate regular attendance and punctuality are essential. The organization promotes collaborative problem solving in both formal and informal work teams. Participation in and contribution to teamwork within the organization is required

**Supervisory Responsibilities**

None.
**Duties**

1. Receive materials, verify correctness against purchase orders, manifests, bill of lading or invoices, maintains records of received goods. Rejects unsatisfactory items where necessary. Deliver parts to proper departments or users.


3. Ensure proper documentation accompanies each shipment.

4. As required, operates a fork lift and lifts heavy goods.

5. Assist with Inventory Control.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks require walking, standing, stooping, twisting, sitting, bending, reaching, kneeling, pulling, pushing repetitive motion and mobility. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment. The worker is required to have visual acuity to perform an activity such as: operates machines, such as, power saws, power drill where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures. The worker is subject to both environmental conditions. Activities occur inside and outside. The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, or exposure to chemicals.

**Other Requirements**

Work requires computer skills (word processing, spreadsheet, and data-entry), attention to detail and accuracy. Communication skills including listening and speaking are required for interaction with other employees, vendors, and customers. Strong interpersonal skills, the ability to balance multiple tasks and any stress associated with the duties and responsibilities of this position are essential requirements in the performance of this job.

**POSITION REQUIREMENTS**

**Qualifications**

Additional requirements include knowledge of Microsoft Office, Outlook, and Windows as well as general background working with computers and office equipment (copiers, etc.) and accurately performing data entry. Requires strong organizational skills. Knowledge of ERP.

**Education and/or Experience**

High School Diploma. Not less than two years experience in an inventory or shipping receiving work environment. In depth knowledge of company products and demonstrated ability to work well under time
pressure. Experience with Microsoft Office is required, as well as excellent verbal and written communication skills. Highly self-motivated, detail oriented person with inventory and/or shipping/receiving experience. Experience in a manufacturing related industry is preferred.

**Language Skills**
Essential functions require the ability to read, write and speak English.

**Mathematical Skills**
Basic Mathematical skills.

**Reasoning Ability**
Works on assignments that are semi-routine in nature where ability to recognize deviation from accepted practices is required. Normally receives general instruction for routine work, detailed instruction on new assignments. Typically required to use spreadsheets, data base queries, and word processing applications.

**Certificates, Licenses, Registrations**
Fork Truck Certification. Valid Drivers License.

**TOOLS AND/OR EQUIPMENT**
This position uses a computer extensively with demonstrated abilities in the use of Microsoft products as well as other common office type equipment. Must be able to lift tools and equipment. Must be Fork Truck Certified.

**WORK ENVIRONMENT**
This position will work in a warehouse/service center. Indoor and climate controlled industrial environment.

Pfeiffer Vacuum is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability.

If you are an individual with disabilities who needs accommodation or you are having difficulty using our website to apply for employment, please contact Jill Guilmain at 603-578-6519.

Follow us on LinkedIn: [https://goo.gl/2kpDMa](https://goo.gl/2kpDMa)

We look forward to receiving your application!

We look forward to receiving your application! To apply for this position, click [here](https://goo.gl/2kpDMa). Current Pfeiffer Vacuum - US employees, click [here](https://goo.gl/2kpDMa).

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