



GRAHAM ENGINEERING

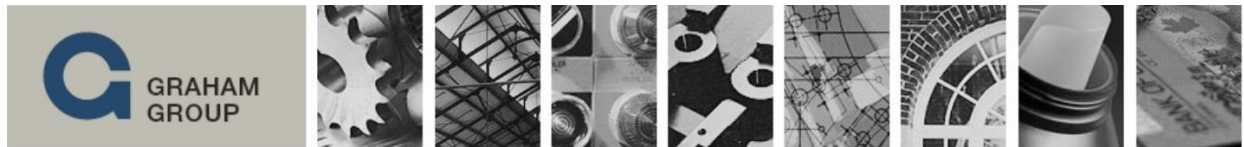
## JOB DESCRIPTION

**Title:** Shipper/Receiver  
**Reports to:** Warehouse Supervisor  
**Location:** York, PA

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### Background:

The Graham Group acquired majority interest in American Kuhne in October 2012 followed by Graham Engineering Corporation's acquisition of Welex in June 2013. Together, Graham Engineering Corporation, American Kuhne and Welex create a convergence of leading technologies, people & capabilities in extrusion.



Over half a century ago, industrial entrepreneur Donald C. Graham founded a design engineering firm in a farmhouse basement in central Pennsylvania. From this emerged several leading, global manufacturing businesses spanning packaging, capital equipment and building products industries. As of year-end 2011, the legacy operating businesses that share the Graham heritage collectively operated in more than 90 locations worldwide and generated approximately \$3.5 billion in annual revenues. In more recent years, this alliance has grown to include several substantial, independent investment management businesses also holding the common Graham legacy. Based in York, PA, a tenured team of operating and investment professionals actively oversee several of the legacy operating businesses that bear the Graham name, as well as an investment management business managing assets exceeding \$1.25 billion.

About Graham Group ([www.grahamgroup.com](http://www.grahamgroup.com))

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## A Company with Three Strong Brands:



### **The global standard in wheel & industrial extrusion blow molding solutions™**

With more than 400 solutions installed in customer locations in 20 countries, Graham Engineering Corporation (GEC) is the global standard in wheel & industrial extrusion blow molding solutions. GEC technology is known worldwide for quality, reliability, and productivity. GEC offers package design, development & plastic processing expertise along with monolayer, multilayer & barrier extrusion blow molding equipment & technology upgrades. With the flagship Graham wheel, leading accumulator head technology & bottle machinery, GEC systems produce billions of plastic containers of all shapes & sizes, industrial & automotive parts each year.

About GEC ([www.grahamengineering.com](http://www.grahamengineering.com))



### **The preferred provider of engineered solutions for plastic, rubber & silicone extrusion™** *Custom is our standard™*

Specialized in solving customer challenges, American Kuhne (AK) is the preferred provider of engineered solutions for plastic, rubber & silicone extrusion. AK solutions comprise standard and custom single screw extruders, feed screws, extrusion systems & specialized turnkey systems for medical tubing, laboratory, narrow web, pipe, tubing & profile systems. Beginning with the customer's application & applying decades of processing expertise along with in-house screw design, each AK solution is designed to meet exacting specifications. It is then manufactured & tested by an experienced team of professionals & supported throughout its life with parts & service.

About American Kuhne ([www.americankuhne.com](http://www.americankuhne.com))



### **The global standard in high performance sheet extrusion solutions™**

Welex is the global standard in high performance sheet extrusion solutions. With over four decades of leadership, innovation and performance, Welex leads the industry with solutions installed in more than 3,000 customer locations in 69 countries. Welex innovations include co-extrusion and multi-layer methods that lead the industry as well as dozens of barrier lines installed globally. Each Welex solution is designed, manufactured, commissioned and supported throughout its life by an experienced team of professionals. Welex continues to evolve its solutions in an increasingly competitive global market creating a new standard by reducing capital and operating costs, resulting in accelerated return on investment with a trusted brand.

About Welex ([www.welex.com](http://www.welex.com))



## Current Products:



- Extrusion Blow Molding
- Rotary Wheel
- Shuttle & Shot Pot
- Accumulator head

- General purpose extruders
- Medical tubing solutions
- Screw design

- Sheet extrusion solutions
- Multi-layer & barrier

## Position Summary:

This non-exempt position is responsible for the shipping of all spare parts, sample products and for receiving parts, unloading trucks, and maintaining files in the stockroom. It is also responsible for delivering parts and the safe movement of parts and raw materials through various departments on the shop floor.

## Role Responsibilities and Priorities:

- Pick, pack, and prepare all spare parts and customer sample products for shipment as well as prepare and ship office documents
- On call 24/7 to ship parts for customers
- Call and compare rates for all LTL, and air franchise shipments over 50 lbs. with at least two carriers. Prepare all LTL or express freight bills and customer labels for LTL shipments
- Prepare all invoices and international documents for any shipments that are not created on a sales order, or requires documentation for a specific country's regulations
- Prepare all shipping orders that Glovia or the requisitioner has not provided with the shipment.
- Assist in adaptation of Visual ERP in the department
- Create and update report for purchasing with the LTL carriers per state, the inbound freight tariff discounts per carriers
- Post or issue all inventory parts shipments. Maintain inventory levels of packing materials. Maintain accurate pack list files
- Receive and record all incoming parts into computer and check for accuracy against purchase orders
- Unload all materials and parts from trucks, tag materials and parts, and distribute to the appropriate area or department



- Interface with Accounting and Purchasing to resolve issues relating to invoices and purchase orders
- File and forward all required shipping documents to accounting
- Expedite upcoming parts to ensure parts are available to meet production demands
- Coordinate "return parts" from assembly floor after each sub-assembly is completed
- Responsible for moving raw materials and parts from the inspection area and stockroom to assist in the production process
- Maintain good housekeeping and safety rules
- Operate company vehicles in order to transport inventory and mail to various locations
- All other duties as assigned

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## Job Qualifications include:

### Education

- High school diploma or equivalent

### Experience

- Minimum 2 years' experience in stockroom or shipping
- Experience in international shipping a plus
- Experience in Visual ERP system highly desirable
- Must be forklift certified
- Must be certified to prepare and ship hazardous materials
- Experience in Microsoft Office

### Essential skills, behaviors:

- Must be team oriented and customer driven
- Must have good interpersonal skills
- Must be computer literate and able to adapt to new and changing systems
- Must be able to prioritize and plan work activities, use time efficiently
- Regular and predictable attendance
- A Commitment to American Kuhne and Graham company values is required

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**Direct reports:** None

**Travel required:** Negligible

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## Dominant Physical Requirements & Essential Job Functions:

- While performing the duties of this job the employee is required to stand, walk, sit, use hands to handle or feel objects, tools or controls; Must also be able to reach with hands and arms, climb stairs, keep balance, stoop, kneel, crouch or crawl; Also must be able to talk and hear
- The employee must lift and/or move up to 40+ pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus