

## SHIPPING / RECEIVING ASSOCIATE

**PICO Chemical Corporation**, Chicago Heights, Illinois, is an ISO 9001:2015 certified manufacturer of specialized industrial chemicals and lubricants since 1976. The industries we supply include coatings, paints, inks, resins, adhesives, etc. manufacturers, metal working, metal forming, steel producing, steel processing and steel service centers and their industry-related applications worldwide.

In addition, **PICO** and its associated Monarch Performance Products Corporation manufacture specialty adhesion promoters for formulators of: automotive PVC and acrylic plastisols; high-voltage insulator coatings; pre-applied sealants / dip coatings; and other specific adhesive and protective coating manufacturers.

We are seeking an experienced Shipping / Receiving Associate for our plant in Chicago Heights, Illinois.

### Responsibilities

- Follow all Department of Transportation rules and regulations.
- Receive and unload freight from trucks, trailers, tanks, etc., manually, with forklifts and pallet jacks.
- Check for damaged goods. Verify items received with purchase order and record damaged items.
- Verify quantity, weight, and quality of order.
- Label packages and containers by company methods, practices and guidelines.
- Wrap, package, and ship supplies; deliver and retrieve supplies to and from work or storage areas.
- Stock, rotate, and maintain inventory.
- Receiving, storing, and shipping flammable, caustic, or hazardous materials.
- Organize work orders and verify they are correct with the items labeled and/or being labeled.
- Operate computer to access, enter, and correct shipping/receiving/inventory information.
- Respond to freight carriers and access shipping data. Arrange for carrier pick-up via email, computer website, and/or phone.
- Prepare shipping and receiving documentation for domestic and international shipments.
- Prepare and process documents as they relate to maintaining inventory control.
- Complete tasks as directed by manufacturing schedules and within standard times.
- Capable of operating a forklift safely.
- Maintain equipment in operational and clean order.
- Communicate effectively across all organizational levels.
- Maintain a clean, safe, and orderly work area.
- Follow company Work Instructions, rules and regulations, safety precautions, and maintain quality standards.
- In addition to these typical duties, individual may perform other duties as assigned and required.

### Qualifications

- Minimum two years experience in warehouse shipping/receiving position.
- High school degree (minimum) or equivalent.
- Computer literate. Must know Microsoft Word, Excel, and Outlook.
- Read, write, and speak English as main language; exhibit good communication, math and organizational skills.
- Physical requirements: ability to bend, twist, stoop, reach, climb ladders, lift materials up to 100 lbs., and move materials up to 700 lbs. each using a drum truck/pallet jack regularly.
- Must be detail oriented, dependable, good job performance, and excellent attendance.
- Must pass math test, pre-employment physical and drug test prior to being considered for employment.

### General Scope of Present Position

Employment Type: Full time  
Department: Plant Operations  
Work Schedule: 7:00 AM to 3:30 PM Monday through Friday  
Position Location: Chicago Heights, Illinois  
Pay Range: \$15.00 to \$20.00 per hour, depending upon experience  
Probation Period: 120 days  
Benefits: Employee life/medical insurance, vision and AFLAC option, Simple IRA, 10 days paid time off (PTO) after 1 year employment, holiday pay, clean environment. Tuition reimbursement (employment-related courses).

To Apply: Email current résumé and salary history to Richard Pisarski Sr. ([picosr@picochemical.com](mailto:picosr@picochemical.com)) or fax to 708-757-4940.  
**PICO Chemical Corporation** is an equal opportunity employer.

Website: [www.picochemical.com](http://www.picochemical.com)