



Electronics Shipping and Receiving

Company History

Didion-Orf Recycling is family owned and operated since 2001. Our company adheres to all R2/RIOS, EPA, federal, state, and local laws. Didion-Orf strives to keep the highest standards in the recycling industry while maintaining a tenacious attitude for success. We pride ourselves on customer service and keeping competitive pricing in today's markets. We operate on a 17 acre facility and offer a wide range of recycling solutions. Our company's success is rooted in our ability to work as a team and harvest a positive work environment. We are always looking for dedicated employees that share the same entrepreneur spirit and initiative that started Didion Orf Recycling over 16 years ago.

Job Duties/Responsibilities

- Actively participate in the following: customer service, employee training, material processing, housekeeping, inventory, upgrading, etc.
 - Safety is your top priority. Secondly, ensure that all our customers are being helped in a timely and courteous manner.
 - Appropriately identify, handle, sort, and process focus materials.
 - Identify and reject nonconforming products. If the nonconforming product is found after customer is gone, report it to your QEH&S Manager.
 - Ensure fellow employees are using the proper PPE, and are working safely.
 - Prioritize tasks and organize your efforts to maximize efficiency.
 - Mediate customer conflicts. If you cannot, then report to team lead or manager ASAP.
 - Lead by example – work the way you expect other employees to work.
 - Maintain a safe, efficient, and environmentally friendly work place for all employees.
 - Report to and from work at the appropriate times for breaks and lunches
 - Complies with all company policies, along with, all federal, state and local laws.
 - Inspect and inventory all incoming and outgoing materials
 - verifies items received with purchase order
 - Making sure all material is packaged and labeled correctly.
 - Perform quality control checks on purchased material
 - Load and unload trailers and containers quickly and safely
 - Educate customers on new changes
 - Accurately Document incoming/outgoing weights
-

Preferred Qualifications/Skills

- Simple math
- Customer Service is a must at this position, you will be interacting with the public all day
- Ability to follow directions and work independently as needed. Must be able to read, write, and do basic math.
- Ability to work in a fast-paced warehouse environment.
- Outstanding work ethic, punctuality, desire to constantly improve skills.
- Ability to work a flexible schedule to meet job demands.
- Must have valid driver's license and reliable transportation.
- Perform additional duties as needed.
- Forklift experience
- Shipping and receiving experience

Education/Experience

- High School Diploma or GED required
- General knowledge of computer components.
- Experience with operating fork lifts, skid steer, and basic hand tools preferred.

Benefits

- Eligible employees can elect to participate in:
- Medical, life, dental, vision plans
- Direct Deposit
- Flex Spending Accounts
- Optional/Voluntary policies such as short and long-term disability, accident policy, etc.
- 401 (k) plan and/or Traditional or Roth IRA
- Paid time off
- Paid sick time
- Paid holidays