



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, fill out a Non-Conforming Product Sheet with pictures and turn it into the buyer.
- 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 your Supervisor 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
- Verify 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. (Don't forget wheel chocks)
- Educate customers on new changes.
- Accurately Document incoming/outgoing weights.

SAFETY AND HEALTH RESPONSIBILITIES

1. Follow safety rules described in this program, OSHA safety standards, R2/RIOS standards, and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety manager promptly.
3. Report all injuries to your supervisor promptly, regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly. Fill out incident report for safety manager.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers, by your words and example, to use safe work practices on the job.
8. Make suggestions to your supervisor, safety manager, or other management representatives about changes you believe will improve employee safety.
9. Always ask questions if there is anything that you are unsure about.

Behavioral Expectations

- Reporting to work in a timely manner
- Complies with all company policies
- Outstanding customer service
- Long-Term client relationships
- Organizational integrity and honesty
- Workplace and employee safety
- Well-being of our employees
- Highest level of professionalism

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