



SHIPPING RECEIVING CLERK/DRIVER

Wood Group Pratt & Whitney, a world leader in industrial engine overhaul, repair and maintenance services is seeking a Shipping/Receiving Clerk/Driver for its Bloomfield, CT location. The successful candidate will be responsible for assembling and routing various types of materials by performing wrapping, tying, and placing materials in various boxes, and containers, preparing address labels on packages, forwarding packages by various methods, and keeping records. Requisitions and stores materials, loads and unloads materials as required. Delivers and picks up materials to and from vendors, internal recipients, and other WGPW locations, and receives in materials. Inspects and records material quantities and conditions, and notifies various personnel of material arrival, and arranges shipping of material and engines. Must be certified forklift operator. Employee must have a valid driver's license. Must be able to read & interpret documents such as safety rules, maintenance instructions and procedure manuals. Must have basic math skills, and basic personal computer skills including email. Employee will prepare packing lists and bills of lading. Works with various shipping vendors on pickups and incoming shipments.

Employee will be required to walk, sit, stand, stoop, kneel, crouch or crawl, and reach with hands and arms. Employee may be required to lift up to 50 lbs. Must have good vision and hearing and be able to communicate effectively. Employee must be able to pass a DOT physical. Will be required to drive fork truck and various company vehicles. Full-time hourly position, first shift position. Candidate must have a high school diploma or equivalent, plus one year related experience.

NO PHONE CALLS PLEASE.

EOE/M/F/D/V

Please print out the application form HR156 from our website @ WGPW.COM, and return it by email to HR@wgpw.com.