



Parr Instrument Company

Let us build one for you.

Shipping Specialist

Parr Instrument Company is engaged exclusively in the design, manufacture and sale of laboratory instruments and apparatus for testing fuels and for conducting chemical reactions and tests under heat and pressure. Our products are used for research, quality assurance, production and teaching in laboratories, pilot plants, and small scale manufacturing facilities. At Parr Instrument Company, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.

Parr Instrument Company believes that diversity and inclusion among our employees is critical to our success as a global company, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Job Summary/Principal Duties:

- Fabrication of containers and packaging on-demand for custom sized and/or fragile equipment using situation-appropriate materials for domestic and international shipments.
- Verifying the identity of every item prior to packaging: many products have unique properties, but seem identical at a glance.
- Creating records to assure customer satisfaction, inventory control accuracy, and both domestic and international regulatory requirements.
- Communicating within the organization and with freight companies for the processing of shipments.
- Using Shipping carriers labeling and package processing systems.
- Secondary activities include supporting the Receiving, Stock Room, Inventory and other assigned duties.

Skills and Competencies:

- Packaging and Shipping experience required, 5 years minimum.
- High school diploma or equivalent required.
- Must have a strong and consistent attention to detail.
- Must be capable of working both independently and in teams.
- Must demonstrate the ability to handle assigned responsibility, and to adapt to changes in responsibilities and task requirements as needed.
- Must demonstrate the ability to read, interpret, and consistently follow rules and procedures.
- Must demonstrate the mathematical ability to measure and compute dimensions and weights.
- Forklift experience preferred.

Reporting Relationship:

- Reports to the Assembly Manager



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Job Requirements:

- Relevant training and experience. Excellent organizational skills and adaptation to changes in the work environment. Good at managing priorities, great team worker, proactive and proficient in computer usage (Microsoft Office).

Education / Work experience:

- High school diploma or equivalent required.
- Packaging and Shipping experience required.

Compensation:

- Competitive base pay, depending on qualifications and experience plus bonus program

Benefits:

- Health and Dental insurance
- 401K match and Pension
- Paid vacation and personal time
- Short and Long Term Disability
- Group Life Insurance and Voluntary Life Insurance

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; talk or hear. The individual frequently is required to stand, walk, stoop, kneel, crouch or crawl. The employee is occasionally required to sit, climb or balance. The individual must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must demonstrate the ability to read, interpret, and consistently follow rules and procedures. Must be physically capable of maneuvering and assembling wood crates, climbing, balancing, kneeling/squatting, routinely carrying 50lbs unassisted, and carrying larger loads in teams.

Please send a cover letter and resume to:
Julie Hipkins – HR Manager at
Julie.Hipkins@parrinst.com