



TriPyramid Structures, Inc.

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Shipping and Receiving Coordinator (Full-Time)

TriPyramid Structures is a small design-and-manufacturing company situated in Westford, MA. We specialize in the creation of custom stainless steel componentry for architecture, but we also make carbon steel, aluminum and even titanium hardware. You can visit our website, <http://www.tripyramid.com>, to view parts and projects we've completed.

We are looking to fill an immediate opening in our shipping department. The ideal candidate is someone who likes working construction, but prefers the luxuries of a modern office building, like heat in the winter, AC in the summer, and nice bathrooms (see you later, porta potty, ew). If you don't mind occasionally talking on the phone and filling out forms online, that's even better! The job does require physical activity every day such as lifting objects as heavy as 40 pounds (sheet of ½" plywood) without mechanical assistance.

Requirements:

- 1+ years' of experience in basic construction or wood-working.
- Proficiency with basic computer skills (i.e. Word, Excel).

Preferred, but not necessary:

- Experience operating a fork truck.
- Experience with MRP/ERP systems such as JobBOSS.
- Experience in a metalworking machine shop.

Job responsibilities include, but are not limited to:

- Building wooden crates for shipping architectural hardware.
- Packing hardware appropriately for safe transit.
- Receiving/distributing deliveries from external vendors.
- Inventory tracking.
- Operating a fork truck (certification course will be provided).

To apply for this position, please respond to this posting with:

- Name and daytime contact information.
- At least one reference from previous employment. Include company name, address and phone number, name of immediate supervisor, and position held.
- Salary requirements.

TriPyramid offers generous benefits: 401(k) with company matching, paid holidays and vacation time, and great health insurance!