



ENERGY & TECHNOLOGY CORP./
TECHNICAL INDUSTRIES, INC.
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IN GOD WE TRUST

www.technicalindustries.com

ESTABLISHED SINCE 1971

Technical Industries Job Description

Shipping & Receiving Clerk.

- To log all vehicles in and out of the yard into a log book with the following information:
 - Date & Time.
 - Company name
 - Vehicle type & Nature of business
 - Driver Name and Signature
- To receive his orders from his supervisor and check all pipe movements in and out and around the yard, make sure to check the paper work for the correct size, weight, grade, footage, connections type and joint count.
- Make sure that the forklifts checked for oil & water and receive inbound shipments of pipe and other materials into the yard. *No equipment parts may be taken out without being immediately replaced.*
- To place all pipe and other materials on the proper storage or inspections racks.
- To make sure all paperwork received is complete and in proper order. Make sure employee names are written on the hard hats, glasses and gloves.
- To make sure that all pipe received or shipped out of the yard has the correct joint count and footage and all paper work states the size, weight, grade, and connection of each point.
- To maintain the pipe storage inventory and to enter all information into the data system correctly.
- To help the yard crew when needed
- To help the SEA crew when needed
- Help answer the telephone
- Make sure the gates are closed.
- Make sure the telephones are transferred out or in during the morning, before lunchtime, after lunchtime, evenings and after working hours.
- To check for safety hazards daily and report any hazards found to safety supervisor or your supervisor.
- To perform all jobs given to him by his supervisor safely.
- Need to operate the forklift when needed.

Qualifications:

- High School Diploma or GED or higher education. Must read and write English.
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- Must have a minimum of 1 years experience technical and safety.
- Should learn ASNT certification minimum level 1 in UT, MT, Dye Penetrant, MPI & EMI.
- Must have supervision experience and familiar with Safety, Technical and ISO procedures.
- Must clear back ground check and pass physical examination.

OILFIELD TUBULAR & EQUIPMENT, NDT, UT, EMI, TESTING, STORAGE, MAINTENANCE, COATING, THREADING, MILL SERVICES & CONSULTING.
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