



Anderson Brothers Inc
9111 N Vancouver Ave
Portland, OR 97217
Equal Opportunity Employer

CORE MANAGEMENT SPECIALIST

Job Description

Anderson Brothers is looking for an energetic, detail-oriented person to work in the sales department to track and maintain logs on incoming differential and transmission cores. This full-time position works under the direct supervision of the Sales Manager.

Responsibilities

- Work with the shipping department to schedule core pick-ups as needed, but will handle the bulk of scheduling themselves
- Properly identify differential and transmission cores when they come in from the outside sales team along with baskets of cores as they arrive from customers.
- After the arrival and identification process, credit the core(s) back to the individual customer accounts and keep a log of each credit issued for tracking purposes.
- Responsible for occasional local deliveries and “will call” pick-ups along with the occasional core pick-up runs to various cities as needed. Core runs will be day trips only in a company provided vehicle.
- During slow times, assist in the shipping/receiving department as needed.
- Help form a streamlined process that suits both the company and the individual.
- Maintaining punctual and regular attendance.
- Additional responsibilities may be assigned based upon the continuing needs of the organization and the growth of the individual.

Skills

- Ability to work as a positive team member with a spirit of cooperation
- Conscientiousness and attention to detail
- Ability to (or ability to learn) safely operate a forklift and electric cart
- Ability to multi-task and concentrate in a noisy and busy environment.
- Ability to read, analyze, and understand instructions/documents written/spoken in English.
- Ability to communicate well with supervisor, co-workers, customers, and or vendors
- Ability to continuously stand and lift, push or pull 25-50 lbs; 50-75 lbs occasionally

Requirements: High school diploma or equivalent, A current driver’s license with clean driving record, Pass a background check and a pre-employment drug screen.

Work is generally performed inside the warehouse building that is enclosed and protected from the outside elements; however, the person will be exposed to the outside elements when the doors are open or when using the forklifts to retrieve the cores.

Job Type: Permanent Full-time

Shift: 8:00 a.m. – 4:30 p.m.

Pay: \$20.00-\$22.00 per hour

Contact info: Rick Casey at 503-285-4511 or rick@abros.com