



THE MINE SUPPLY

INDUSTRIAL & MINE SUPPLY PRODUCTS

Are you looking to begin your career in the Industrial Distribution Industry? The Mine Supply/Purvis Industries is growing, and is seeking motivated individuals for immediate hire. Qualified individuals must meet the following requirements:

- Employee must be able to lift product up to 70 pounds on a daily basis. Will be walking or standing for the majority of every workday, remaining time will either be sitting/driving a company vehicle or sitting at a desk.
- Must be able to accurately identify products, which will require basic reading skills as well as ability to learn about products being sold by the company.
- Identify incoming shipments, compare products received to the packing slip, noting any differences and forward packing slip to Order Processing in a timely manner.
- Stock products on shelves in a first in first out order.
- Pull products based on delivery ticket and double check the order for accuracy.
- Responsible for packing and shipping orders to customers as well as transfers to other branches.
- Maintain and clean warehouse area. Warehouse isles should not be blocked with product.
- Responsible for processing UPS and motor freight shipments.
- Investigate inventory discrepancies.
- Assist Branch and Operations Managers in other areas as needed.

Other Requirements:

- Looking for individuals who are seeking long-term employment and **not** someone who is content doing only temp assignments.
- Dependability and reliability a must.
- Must be clean cut - no earrings for males, no visible tattoos, and clean-shaven.
- High school diploma required.

Must meet the following for Driver Eligibility:

- Must be 18 years of age or older
- Must have a minimum of 2 years driving experience
- No more than 2 moving violations in the past 18 months (i.e.: speeding, failure to yield, failure to stop, no safety belt, etc.)
- No more than 3 moving violations in the past 36 months
- No more than 1 at fault accident with no bodily injury and 1 moving violation in the past 3 years
- No more than 1 at fault accident with bodily injury in the past 3 years

The Mine Supply/Purvis Industries is an Equal Opportunity Employer, and promotes a drug free workplace.