



**Customer Service Representative
Troy, PA**

North Penn Pipe and Supply, a Fairmont Supply Company, is searching for Customer Service Representative for our Troy, PA location.

The Customer Service Representative's job duties include, but are not limited to:

- Ensure that material is correctly pulled, verified, packaged & labeled in accordance with the customer's requirements; stage in correct location for shipment following safety guidelines & policies.
- Prepare all documents required for shipment in accordance with customer's requirement.
- Make deliveries via company trucks to customer in a timely manner as required based on DOT qualifications.
- Ensure that materials received into warehouse are verified and placed in the designated bin location.
- Be familiar with MRD procedures and have ability to enter into system.
- Assign bin locations and be familiar with receiving material into data system.
- Load of truck & unload of receivables assuring no damage.
- Perform other duties as assigned.
- Pre/post operation inspection of equipment.
- Responsible for providing support for customers to include phone sales, counter sales, on-site sales/inventory duties as needed.
- Develop a strong working relationship with key field personnel.

Candidates must have 1-2 years of experience in the Oil and Gas industry, a Forklift Operator Certification and a valid Class A CDL. He or she must also have an understanding of automated warehouse systems, and have positive verbal and written communication skills.

North Penn offers an excellent benefit package to all of its employees immediately upon hire, including medical, prescription, dental, vision, life, flex accounts, 401K with company match, vacation and paid holidays. The base salary for this position will be commensurate with experience. We also offer safety awards and incentive compensation plans for our staff. For more information on our organization, please visit our website at www.northpennpipe.com, and click on the Employment Opportunities link to go to apply through our E-Recruiting system. All applications must be submitted through this system.