

**Plockmatic Document Finishing Inc.**  
**Warehouse Logistics & Distribution Specialists**  
**Rochester, NY**

Plockmatic Document Finishing Inc. is a USA based corporation in Victor, NY which provides Sales and Service for Plockmatic Finishing Products in North America. The Plockmatic International AB established in 1974 is located in Stockholm where design and manufacture integrated online and offline finishing equipment including booklet makers, trimmers, stackers, square-folds and mailing equipment. Our USA operation provides Technical Product Service Training by [employee trained](#) specialists. In addition our Technical Support Staff is available to optimize product uptime. Our highly skilled Technical Trainers and Specialists have years of experience in the industry working on finishing equipment. Our Specialists provide telephone and on-site support to our field service technicians with the highest urgency. Sales support is located in the USA along with managing inventory from our US based warehouse. Our commitment to excellent is to provide very reliable equipment at an affordable price to our customers on Inline and Offline Finishing equipment backed by an award winning Technical Support Organization.

**Job Summary**

The Warehouse Logistics & Distribution Specialists is responsible for the daily receiving, storage and distribution of company products including spare parts and recording activities in a record management system. Delivering the right product to the right location and coordinating transportation to deliver product within agreed time frames.

**Responsibilities**

Plockmatic Warehouse Logistics & Distribution Specialists responsibilities:

- Establishing and maintaining records, such as stock lists, inventory, material control, accounting, and supply reports
- Reviewing and verifying quantities received against bills of lading, contracts, purchase requests, and shipping documents
- Unloading and storing incoming supplies and equipment
- Functions include receiving inventory, scanning, picking, packing ship product and spares to the customer and the field.
- Maintaining stock locator system and administering document control procedures
- Processing inventory equipment, parts requests and turn-in documents at direct support level through warehousing section
- Performing prescribed load list and shop stock list duties in manual and automated supply applications
- Preparing, annotating, and distributing shipping documents
- Experienced in the use of shipping using FEDEX, DHL, UPS, DHL and US Postal shipping software and processes.
- Able to operate material-handling equipment, Fork Lift equipment.

**Required Experience, Qualifications and Additional Responsibilities.**

Candidates must have

- Ability to provide SPARES support using the company's software program until 6 PM EST.
- Be able to adapt to a continually evolving environment and thrive in an autonomous, efficient and business minded workplace
- Have a working of windows based applications to receive process and distribute product and spars.
- Familiar with Windows based application knowledge to download and install product software using a laptop
- Ability to lift 50 lbs. unassisted
- Ability to operate warehouse equipment including a fork lift.
- Excellent Customer relationship skills
- Valid Driver's license and Passport

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Employer's references and contacts

**Our offering**

Plockmatic is offering full time employment with a June 1 start date and at competitive salary. We offer an opportunity to be part of a rapidly growing company in North America. This is an excellent opportunity to join a well-known, recognized company and leader in the industry.

**Location**

Victor, New York

**Further information regarding Plockmatic**

Visit [www.plockmatic.se](http://www.plockmatic.se)

**To apply submit your resume**

- Submit your resume for this position electronically to [jerry.cavaliere@plockmatic.se](mailto:jerry.cavaliere@plockmatic.se)
- Jerry Cavaliere Office (585) 267-7692