

## Helper

This job description is broad. This position may include one or more of the following.

### Job Duties

#### Maintenance:

- Clean offices.
- Clean bathrooms daily and the main dining room.

#### Shipping/Receiving:

- Packing parts with the specifications of each customer (Example; protect the threads, put oil, etc.)
- Review and count the pieces before packing.
- Put the tag to the parts (As needed).
- Always count the pieces of each order.
- Weigh the pieces if necessary.
- Separate the piece according to the process.
- Protect the threads and the finished pieces.
- Pack pieces.

#### Manufacturing

- Provide material to Machinists.
- Move the pieces to the next processes.
- Help Machinists according to their needs.
- Load and unload material using pallet Jack.

#### Qualifications

- 2 Years experience in Shipping and Receiving and/or in a Machine Shop.
- Ability to speak English and preferably communicate in Spanish.
- High School Degree or equivalent.
- Berable to lift at least 50 pounds.
- Ability to multi-task and deal with multiple requests at once.
- Prioritizing skills and ability to follow instructions.
- Responsible, organized, and punctual.
- Must have current license to operate a forklift
- Clean Driver Record (If applicable).
- Driver's Licence valid (If applicable).

This job description is not intended to be all-inclusive. Employee may perform other related duties as necessary to meet the ongoing needs of the company.