

## Job Description

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Production and Logistics Support Employee **\*Position is located at our Bowling Green facility\***

**Summary:** This role will support day-to-day manufacturing operations, assist with logistics coordination, and help with local pickups and deliveries of supplies essential to company operations.

**Essential Duties and Responsibilities:** Including but not limited to the following:

### Production Support:

- Assist with staging raw materials, components, and tools required for custom builds on the manufacturing floor.
- Constructing wooden skids from raw materials.
- Work closely with engineers to ensure timely delivery of materials to workstations.
- Support production processes by performing packaging or prep work as needed.
- General building maintenance tasks; to include lighting, floors, trash etc.
- Maintain a clean, organized, and safe production floor.

### Logistics & Inventory Support:

- Receive, inspect, and store incoming materials and supplies.
- Coordinate internal movement of parts between departments (fabrication, machining, assembly, etc.) and buildings.
- Accurately pick, pack, and label items for shipment.
- Prepare, package, and ship finished goods or parts per customer and shipping requirements.
- Coordinate with carriers and logistics partners to schedule shipments.

### Knowledge, Skills, and Abilities:

Must be able to operate a forklift, overhead crane, and pallet jack. Have a valid driver's license with an acceptable driving history to operate company vehicles.

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the duties satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Computer experience to specifically include Microsoft suite package.

### Education and/or Experience:

High school diploma or general education degree (GED); and/or three to five years related experience and/or training; or an equivalent combination of education and experience.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to lift items up to fifty pounds, stand, walk, use hands to fingers, handle and lift equipment, feel objects, tools, or controls, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or listen.

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Starting Pay

\$20.00 per hour