

NJ1362656

Shop Clerk

Inductotherm Corp
Rancocas, NJ, 08073

Public transit available.

Duties and Responsibilities

Shop Clerk

Job Summary

Candidate should have High School Diploma or General Education Degree (GED), and one year of professional level experience in a business office. Candidate will perform a wide variety of administrative and support services to the Manufacturing Facility to maximize efficient workflow.

Essential Functions:

- Proofreading, spelling, filing, and grammar skills.
- Organizational and time management skills.
- Phone and communication skills, and able to express oneself clearly and persuasively by telephone, e-mail or in person.
- Compile detailed transactions by ordering parts and supplies, and creating material requisitions.
- Knowledge of Microsoft Office Suite: Word, Excel, PowerPoint and Outlook.
- Using computers and computer systems to enter data and process information.
- Execute assignments and tasks requiring data entry/retrieval, information gathering, data base maintenance, forms and graphics.
- Work independently and have a high degree of filing and organizational capability.
- Work in a fast paced environment, handling a large volume of work quickly and accurately.
- Developing specific goals and plans to prioritize, organize and accomplish work in a timely manner.
- Neat business like appearance.
- Regular in attendance, able and willing to work a reasonable amount of overtime.
- Will handle miscellaneous duties as assigned.

Non-Essential Functions:

- Able to type 40 WPM.
- Familiar with Word Perfect, Job Scope, databases and spread sheets.
- Basic knowledge of manufacturing processes.

Essential Physical Requirements:

- 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.
- Read and understand information and ideas presented in writing.
- Listen to and understand information presented through spoken words and sentences.
- Communicate information and ideas, written and verbally so others will understand.
- Able to bend and reach, able to sit at a work station for long periods of time and able to traverse the building.

Non-Essential Physical Requirements:

- Must disclose any surgical implants, pins, braces or other devices that could be affected by induction fields.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Condition of Employment:

- Must be able to satisfactorily complete the Inductotherm Corp. hiring process requirements which includes a comprehensive assessment, drug testing, and a background check.

Nature of Work

Duration: Full Time, Regular

Normal Work Days: Monday, Tuesday, Wednesday, Thursday, Friday

Working Hour per Week: 40 hour(s)

Normal Work Shifts: First (Day)

Post is open till: 1st April, 2018

Number of Job Openings: 1

Education

Applicants should have a High School Diploma/GED

Experience

Applicants should have experience of 1 year(s) .

Minimum Age

Applicants should have age 18 yrs. (Child Labor Laws)

License

Applicants should have following driver's license: Class D/Regular:

Benefits

Leave: Paid holidays, Medical

Retirement: 401K, Profit sharing

Insurance: Dental, Health, Vision

Miscellaneous: Tuition assistance

About Inductotherm Corp

Inductotherm Corp is the worldwide leader in induction technology and is headquartered in Rancocas, New Jersey. We design and manufacture the most advanced melting, heating, holding and pouring systems for virtually all metal and material processing. At Inductotherm Corp., your growth potential is unlimited. We offer a competitive salary, excellent benefits and a Profit Sharing Plan.