

POSITION	Partmark Agent	DEPARTMENT	Production
SHIFT	Day	LOCATION	Sumner Division
REPORTS TO	Production Manager	STATUS	FT- Non-Exempt

JOB DESCRIPTION

SUMMARY

Part Mark Agent labels assigned parts with correct descriptions. Also verifies and keeps records of incoming and outgoing processing and prepares items for shipment. Oversees packers engaged in packing product for stock.

ESSENTIAL FUNCTIONS

Loading and unloading goods and supplies ensuring proper handling of the same
 Verifies incoming and outgoing processing and prepares items for stock.
 Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against invoices, orders or other records.
 Records receipt of material in the software system
 Pick and pack materials
 Filing and copying
 Routes items to the correct departments
 Examines outgoing shipments to ensure shipments meet specifications
 Manage material inventories through Cycle counts and Physical inventories
 Ensures and maintains the proper inventory of shipping materials and supplies
 May operate hand truck to move, convey or hoist shipments from shipping and receiving platform to storage or work area

COMPETENCIES

- Skill in identifying, organizing, estimating and recognizing differences or similarities
- Skill in prioritizing and managing a fast paced work environment.
- Skill in organizing, identifying, and recognizing differences or similarities with excellent attention to detail
- Ability to apply common sense understanding to carry out written or verbal instructions
- Ability to utilize interpersonal and communication techniques, working in a team environment, and dealing with a wide variety of personalities and communication styles
- Attention to detail
- Adaptable to change (positive or negative) and to considerable variety in the workplace

SUPERVISORY RESPONSIBILITY

N/A

WORK ENVIRONMENT

The job operates in a manufacturing plant operation and professional office environment. This role may use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. In the manufacturing environment, the employee is frequently exposed to fumes and/ or airborne particles, moving mechanical parts and vibration, excessive heat, cold, wet, bright light and slippery conditions. The noise level in the manufacturing plant can be very loud (ear protection is provided).

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is required to stand; walk; sit; use hands/fingers to handle/feel; reach with hands and arms; climb; balance; stoop; kneel; crouch; crawl; reach; pull; balance; carry; handle. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Hours/days of work will fluctuate as needed and required. Ability to maintain regular, punctual attendance is required. Must work 30 hours or more each week to maintain full-time status.

REQUIRED EDUCATION AND / OR EXPERIENCE

ADDITIONAL ELIGIBILITY QUALIFICATIONS

WORK AUTHORIZATION/ SECURITY CLEARANCE

International Traffic in Arms Regulations (ITAR) regulations dictate that information and material pertaining to defense and military related technologies may only be accessed and shared with "US Persons" as defined in these regulations. By definition, a "US Person" can be a US citizen; a lawful permanent legal resident or an individual who has been admitted as a refugee or granted asylum. This position does not qualify for VISA sponsorship.

AAP/EEO STATEMENT

OMADA International is an equal employment opportunity employer. Our company strictly complies with all applicable civil rights laws. We do not discriminate on the basis of race, color, national origin, ancestry, gender, sexual orientation, age, religion, veteran status, political affiliation, or any other factor protected by law. OMADA International complies with all relevant and applicable provisions of the Americans with Disabilities Act (ADA).

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may be modified or assigned at any time with or without notice.

Employee Printed Name		Date	
Employee Signature			