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Linear Transducer Packaging/Shipping Clerk Florence, KY

BALLUFF

SUMMARY: Work in a team environment to ensure customer satisfaction by packaging and shipping linear transducer (BTL) products accurately and efficiently.

Schedule: 8:00am - 5:00pm, Monday - Friday

KEY RESPONSIBILITIES:

- Proper & safe packaging of all BTL orders.
- Cut packaging tubes to appropriate lengths using bandsaw.
- Execute SAP transactions to confirm order completion.
- Print labels for part identification using established labeling formats and programs.
- Operate UPS computerized equipment.
- Inspect all out-going BTL packages for accuracy.
- Contact Customer Service about any order discrepancies.
- Perform cycle counts of BTL accessories and packaging materials/supplies, restocking as needed.
- Maintain a clean work environment by employing 5S principles.
- Actively participate in Shop Floor Management meetings and Continuous Improvement activities.
- Assist other employees in the accomplishment of their assigned responsibilities as requested.

REQUIREMENTS/QUALIFICATIONS:

- High School diploma or equivalent preferred. Working knowledge of computers. Light machine operation experience preferred, as band saw required for cutting packaging tubes.
- Ability to communicate effectively with employees at all levels, in both verbal and written form.
- Basic math skills.
- Work performed independently within the limitations of established standard practice or procedure. Job performance results in furnishing a check on quantity and/or quality of work. Regular checking or verifying the work of others.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Required to stand for extended periods of time in a warehouse environment.
- Frequent lifting (in the range of 5 – 20 lbs). Occasional lifting (up to 50 lbs.) is required.
- Moderate noise level with little fluctuation in temperature

* To apply, please send your resume and a cover letter to careers@balluff.com. Email attachments should be .docx or .pdf files with a combined size no bigger than 5 MB.

* Qualified internal candidates should apply directly to HR.

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