

## Job Title: Shop Assistant

For over 70 years, Bar-Plate has been the Diecutters Source for both materials and expertise in the diecutting and printing industry. Bar-Plate is the largest manufacturer of Steel Diecutting Jackets in the United States. We are currently looking for a Shop Assistant in our Hamden, CT facility.

This position is responsible for Manufacturing Die Cutting Jackets, Steel Plates and small industry specific machinery as well as all shipping and receiving. It requires a high degree of accuracy and attention to detail to ensure all inventory transactions and paperwork are done correctly.

- Processing daily orders in a timely and accurate manner according to department standards in a pick / pack environment.
- Boxing and pack orders with packing materials to insure safe delivery
- Verifying that order is pulled correctly
- Maintaining an organized, clean, safe work environment.
- Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to lift and/or move up to 80 pounds
- Ability to operate large machinery
- Physically count parts/components to monitor and maintain inventory records.
- Operate a forklift and/or hand truck to move pallets.
- Perform other tasks as required by supervisor.
- Ability to prioritize work is essential to be successful.
- Detail orientated, analytical, problem solving skills
- High school diploma or general education degree GED required
- Computer literate:
  - Microsoft Office
  - Inventory Management System
  - Outlook to send and receive email communications

Manufacturing experience preferred

Printing Industry experience preferred

1st Shift: 9:00am – 5:00pm (Monday - Friday)

We offer competitive hourly rate with monthly bonus based on sales goals

Excellent benefits package, 401K, paid vacation/sick days/holidays

Please submit your resume to be considered.