



## JOB POSTING

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**POSTING DATE:** September 25, 2018 until filled, preference will be given to applications received by October 9, 2018.

**POSITION & LOCATION:** PRODUCTION SPECIALIST (Foss Way Location)

### QUALIFICATIONS:

- Basic math, writing and oral communication abilities.
- Ability to follow multi step directions with minimal direct supervision.
- Ability to lift up to 25 lbs., stand/walk continuously and perform physical tasks.
- Ability to work both independently and as a member of a team.
- Satisfactory criminal background check.
- Maintain the ability to pass a drug screen.
- Ability to demonstrate productivity that meets required benchmarks.

### PREFERRED QUALIFICATIONS:

- High School diploma or equivalent.
- Ability to add, subtract, multiply and divide.
- Ability to operate equipment, including mechanical equipment.
- Ability to perform some instructing, checking or verifying of the work of others.

### DUTIES:

- The Production Specialist may perform different day-to-day operations based on the type of work obtained through contracts with outside businesses. This position includes but is not limited to small parts assembly, general production, paper sorting, simple hand packaging and cleaning. Employee will be expected to complete quality control inspections and report discrepancies to Quality Assurance Lead to ensure all product meets standards set forth by the business.
- Sort and quality control incoming materials, break down boxes, and move material as requested. May operate a variety of equipment, such as mechanical balers and pallet jacks. Assists customers with unloading of vehicles and provides receipt as needed. Maintain a level of productivity consistent with benchmarks set by QA Lead.
- Demonstrate and incorporate principals of safety for self and others into daily activities. Attend required safety training and participate in emergency drills and exercises. Maintain a clean, safe working environment for self and co-workers. Participate in safety programs.
- Demonstrate punctual and regular attendance. Time away from work is approved and taken in accordance with established policies. Perform all duties in a manner that promotes team concept. Deliver excellent customer service at all times with both external and internal customers. Maintain professional conduct while working with a diverse population group.
- Ability to maintain knowledge of OSHA and other required safety regulations.
- Perform other duties as assigned.

**HOURS:** 9:15 a.m. to 2:15 p.m., Monday through Friday, with a half hour unpaid lunch period.

**SALARY & BENEFITS:** \$8.30 per hour. Benefits include paid time off (PTO), paid holidays and 401(k).

**FLSA:** Non-exempt from overtime.

**CONTACT:** To be considered please submit applications/resumes online, by email to [michelle.ezerski@rtindustries.org](mailto:michelle.ezerski@rtindustries.org), US Mail, fax, or by hand-delivery. You may attach a resume; however, the RTI application **must** be completed. The application is available at the RTI offices or can be downloaded at [www.rtindustries.org/careers](http://www.rtindustries.org/careers).