

PICKER/PACKER TECHNICIAN

Employment Requirements: Not applicable

Education: High school diploma or GED not required

Experience: Shipping experience a plus

Knowledge: Company practices and procedures
Departmental production requirements
Ability to function in and learn production requirements
Basic knowledge of manufacturing equipment

Skills: Good manual dexterity
Personnel Test score of 16 or above

Hours: 7:30 to 4:00 Monday thru Friday (Schedule may vary depending on need)
Overtime as needed
Candidate must be prepared to work year round depending on department needs.

Environmental Considerations: Work is performed at RFE in a manufacturing setting with normal temperature and environmental variations.

Physical Requirements: Standing and walking all day with occasional sitting. Lifting (10-40) pounds required. Candidate must be able to work independently.

General Job Description:

Under general supervision the employee performs duties that facilitate the operation of the production department. Work includes but is not limited to verifying work orders to materials, picking of materials, verify orders and move to the shipping line to be packed for distribution to schools. The individual should be able to follow directions but also be able to work with little supervision. Accuracy and good counting and record keeping abilities are a must.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Picker/Packer will follow any other instructions and perform any other related duties as may be required by their supervisor. All aspects of this job are performed onsite at the Reading for Education location.

To apply go to www.readingforeducation.com, download the application, complete, save and upload.

You can print the application, complete it and fax to 615.494.4012 or email to pselley@rfe.net

Completed applications can also be mailed to RFE 180 Freedom Avenue Murfreesboro 37129

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