

CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER JOB ORDER FORM
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224 N. Center Street, Westminster, MD 21157, carrollworks.com

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Part Time Production Assistant- 2nd Shift (Evenings)

EMPLOYER'S NAME: Strouse

EMPLOYER'S PRODUCT/SERVICE: Adhesive Converting and Manufacturing

ADDRESS: 1211 Independence Way, Westminster, Maryland 21157

PHONE: (410) 848-1611 **FAX:**

CONTACT PERSON: Allysa Stoops

TITLE: HR Assistant

EMAIL: astoops@strouse.com

WEBSITE: www.strouse.com

JOB DESCRIPTION: Production Assistant- Part Time, 2nd Shift (Evening)

2nd Shift- Flexible Schedule Options Available (up to 30 hours per week, within the hours of 3:00PM - 11:15PM)

Help package medical supplies and other products to help make a difference! Training provided!

The Production Assistant is a detail oriented position in the Production Department of the company. This position assists in packaging, inventory control, and quality control.

Essential Functions:

Perform appropriate packaging and shipping methods for products and customers.

Create labels and implement label changes utilizing the Easy Label programs on the Tharo printers.

Operate non-press equipment per work order, work instruction, job ticket, and ISO procedures.

Implement quality control procedures using quality checks as defined by the IPIC, Quality Manager and Production Supervisor.

Maintain plant cleanliness and efficiency; cleaning, emptying trash, recyclables, etc.

Maintain samples and retains as required.

Contribute to the creation, improvement, implementation, documentation, and performance of the processes and procedures of The Strouse Corporation Quality Management System.

Embody Strouse's values, through respect, and continual focus on process improvement and customer delivery excellence.

Competencies:

Attention to Detail

Good communication, problem solving, listening, and interpersonal skills.

Possess a strong work ethic and team player mentality.

Teamwork and effective communication.

Physical Demands:

The physical demands described herein are those that must be met by the employee (with or without reasonable accommodation) to successfully perform the essential functions of the Production Assistant position:

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move objects that weigh up to 50 pounds, frequently lift, and/or move objects that weigh 20 to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. All employees are expected to perform other duties as assigned to support Strouse's growing, and fast paced business. Duties, responsibilities, and activities may change at any time with or without notice.

Job Type: Part-time

JOB REQUIREMENTS: Required Education and Experience:

High School Diploma or GED

Computer Proficiency: Basic Data Entry Skills

Must be 18 years old, or older

Preferred Education and Experience:

Related Experience in a Manufacturing/Warehouse Environment

OTHER JOB REQUIREMENTS: , , H.S. Diploma/GED, , , , , , , , , Background Check

WAGES PER HOUR: 12.25

NUMBER OF OPENINGS: 1

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: PART TIME

OVERTIME: NO

BENEFITS: NO

DAYS OF WORK:

MONDAY 8 TUESDAY 8 WEDNESDAY 8 THURSDAY 5

SHIFT: 2nd Shift- 3pm-11:15pm with flexible scheduling hours

HOW TO APPLY: jobs@strouse.com or www.strouse.com/careers

WILLING TO TRAIN: YES

EXPERIENCE REQUIRED: NO

EXPERIENCE IN MONTHS:

MINIMUM AGE: 18

CLOSING DATE: 04/01/2021

Use Only

Posting Date 03/10/21 Follow-Up Date _____ Pull Date _____ Entered in MWE _____ Staff _____