

## **ASSEMBLY CLERK**

### **AT TKI CNC WE STRIVE FOR TOP-OF-THE-LINE QUALITY, PERFORMANCE AND CUSTOMER SERVICE.**

TKI CNC is a small family-owned business. We take pride in our products and provide value for our customers. We produce high quality products for outdoor enthusiasts including snowmobile, dirt bike, and marine. When you work with us, you will have the opportunity to be part of a growing team focused on teamwork, dedication, and innovation.

The Assembly Clerk will be responsible for completing a variety of tasks including but not limited to assembly and packaging of hardware kits, products and components, & proper labeling within our warehouse. The Assembly Clerk will also be responsible for light cleaning including sweeping/floor scrubbing and taking out the facility garbage.

The Assembly Clerk will need to periodically handle heavier boxes of multiple items and retrieve raw materials from the shop and warehouse for processing although most products are under 5lbs and packaged items under 50lbs. The nature of the work is repetitive and easy to learn.

We can offer flexible scheduling around school, other jobs, or other scheduling issues. While most of our work is done Monday thru Thursday between the hours of 8:00 AM and 6:00 PM, we are looking for an employee that is available mornings 7:00 am -1:00 pm or late afternoons from 1:00pm-6:00pm. Weekend work is available with approval.

#### **Assembly Clerk Duties and Responsibilities:**

- Package and prepare products for shipments in our shop.
- Able to follow directions and specific procedures.
- Assist the machinists with packaging of production parts.
- Bag multiple small items into one bundle to be sold together as a single unit.
- Apply barcode labels to complete bundles.
- Sweep, gather and dispose of garbage.
- Clean and organize work areas including warehouse, showroom and shop.
- Additional duties as assigned.

## **General Requirements:**

The Assembly Clerk is an entry level position. Prior experience is not necessary. We are looking for candidates who:

- Have a strong work ethic,
- Attention to Detail,
- Enjoys working with their hands on a variety of tasks,
- Responsible, reliable and on-time,
- Exhibit a positive attitude,
- Works well with others in a fun but stressful environment,
- Comfortable with computers, tools (including battery operated power tools),
- Comfortable with loud noises (equipment in shop)
- Are coachable fast learners,
- Are interested in learning new tasks and skills,
- Self-motivated, and
- Are organized, can maintain a clean work environment.
- Able to sign a Non-Disclosure Agreement.

**Job Types:** Part-time

**Benefits:** Flexible schedule

## **Schedule:**

- Summer Hours: 20-30 hours per week Monday - Thursday
- School Hours: 10-20 hours per week Monday - Friday
- Weekend availability with approval

**Work Location:** One location

Send cover letter and resume to [jen@tkicnc.com](mailto:jen@tkicnc.com) for consideration.