

## Job Description

**THE PLASTEK GROUP is seeking Experienced Warehouse Worker – Forklift Operator for openings on 2nd shift (3:30pm-12Aam) & 3rd Shift (12AM-8AM) . (Training provided to good candidates without experience.)**

### Required Qualifications:

- Diploma/GED
- Good attendance
- Good oral and written communication skills
- Good reading and interpretation skills
- Computer literacy
- Able to perform basic math functions
- Accurate and Detailed oriented

### Preferred Experience:

- Related experience and/or training
- Current drivers license
- Commercial Drivers license (CDL) endorsement with class B with air brakes.
- Forklift license.
- SAP computer system

### Essential Duties and Responsibilities:

- Include the following. Other duties may be assigned.
- Report to assigned area and Prepare work station with necessary materials for the day's work
- Ability to comprehend and follow Work Instructions
- Ability to read work orders and labels
- Pull orders accurately in preparation for prompt shipment. Verify and enter receipt of incoming shipments.
- Maintain information and entries in computer system for all incoming and outgoing transactions of materials and production.
- Verify identifying information and quantities. Return shipments to manufactures for repairs.
- Performing Daily and Time sensitive Reports and completing Communication Logs and Check Lists.
- Perform all required testing throughout shift. Check for safety defects and functionality of Forklifts, truck and all equipment before starting and report any problems immediately.
- Assist in other areas of the warehouse as needed
- Fill in as substitute in other position(s), during break schedules
- Transport WIP production and material to manufacturing as needed





Mold Design - Mold Making - Custom Injection & Injection Blow Molding - Assembly - Decorating

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- Ability to identify problems, collect data and retain solutions
- Ability to apply mechanical reasoning to problem solving
- Ability to operate a Pallet Jack
- Maintain good housekeeping practices. Keep warehouse area clean at all times
- Be self-motivated, carrying out routine responsibilities with little supervision
- Perform satisfactorily
- Assist in training all new employees in similar positions. Lead and motivate crew in assigned work center operations
- Working together and communicating as a team, with Supervisors, warehouse/molding /assembly department, quality assurance, maintenance and your incoming shift warehouse worker replacement

#### **Work Environment and Safety Requirements:**

- Moderate noise level
- Agree to follow all departmental and corporate safety policies at all times
- Comply with company uniform policy
- Personal Protective Equipment (safety glasses, ear plugs, hair nets) worn at all times

#### **Benefits**

Differential of \$.25 for 2nd shifts and \$.35 for 3rd. Full Time 40 Hours / Week. Overtime is available.  
First 90 day probation and Annual Performance Reviews. Paid Vacation & Holidays. Free Dental & Vision Insurance  
Free Life Insurance. Health Insurance. 401k with Company Match. Wellness Program. Safe Work Environment  
Smoke and Drug Free Work Place.

Job Type: Full-time

Salary: \$10.75 /hour

To learn more about The Plastek Group, visit us at [www.plastekgroup.com](http://www.plastekgroup.com) & on YouTube (search Plastek). Qualified candidates are encouraged to apply w/ their resume & salary requirements to:

2425 West 23rd Street

Erie, PA 16506

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Email: [hr@plastekgroup.com](mailto:hr@plastekgroup.com)

#### **Application Questions:**

How many years of Forklift Operator experience do you have?  
How many years of manufacturing warehouse experience do you have?  
Are you authorized to work in the following country: United States?

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2425 West 23rd Street - Erie, PA 16506 - Telephone (814) 878-4400 - FAX (814) 878-4529



United States



Brazil



United Kingdom



Mexico