

## **S/R Clerk / Production Worker (2nd Shift)**

We're looking for hands-on, creative, and intelligent people who are passionate about their work, love to be challenged, and strive to be extraordinary. Detroit Gun Works aims to provide our employees with stimulating and fulfilling work in an environment that nurtures the spirit of learning.

We currently have an opening for a full-time Shipping & Receiving Clerk / Production worker. This is an excellent position for someone looking to grow within the company.

*Please apply ONLY if you:*

- Don't mind wearing multiple hats, helping where it's needed, and you can multi-task
- Are detail-oriented and organized
- Can work from 2:00pm-12:30am M-Th, and are willing to arrive a little early or stay a little late to get the job done

### Preferred Education and Experience:

- Experience working in a small manufacturing environment
- Experience driving forklift (willing to train qualified candidate)
- Familiar with shipping and receiving processes
- Professional demeanor
- GED or High School Diploma

### Responsibilities Include:

- Preparing shipments as directed
- Loading and unloading of machines
- Basic machine operation (you will receive training for this)
- Preparing packages for shipment; verifying quantities, quality, and accuracy of shipments
- Packing parts into final packaging and preparing them for shipment. Attention to detail is a must.
- Managing lot number control
- Assisting in verifying incoming raw material.
- Understanding quality control and importance of established processes.
- Helping to maintain inventory control. Participating in physical counts and resolving inventory discrepancies
- Creating labels and tracking shipping supplies
- Driving company truck to local suppliers to pick up and drop off shipments
- Operating forklift
- Identifying areas in need of improvement and creates standard operating procedures
- Keeping shop area neat, clean, and organized

### Other Requirements:

- Ability to lift up to approximately 50lbs
- Valid driver's license and must have a clean driving record
- Must pass pre-employment background check and drug screen

### Environmental Factors:

- The Shipping & Receiving Clerk/Production worker spends a great deal of time in the shop area; shop is climate controlled.
- This position requires a lot of standing, moving, and walking

We offer competitive pay and benefits, paid time off, an employer-match retirement plan, and a great work atmosphere.

**Phone calls and drop ins will NOT be accepted as a form of submission.**