

Martin Enterprises

6003 West Main Street
Williamston, NC 27892
(252) 792-8251

JOB POSTING

We consider applicants for all positions without regards to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

DATE OF POSTING Open Dates

ALL EMPLOYEES WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION BY: No Deadline Indicated

POSITION TITLE: Production Worker

REPORTS TO: Eric Manning, Production Manager

SUMMARY: The position is part-time, hourly, and non-exempt according to FLSA.

DUTIES AND RESPONSIBILITIES:

1. 1. Weigh and count product.
2. Accurately label boxes according to shipment order.
3. Identify parts necessary for packaging/shipping.
4. Clean work area daily.
5. Stack pallets to specifications.
6. Construct boxes for shipping.
7. Operate Sealant Machine
8. Prepare and package parts/boxes for shipping.
9. Must maintain and follow the company's confidentiality policy
10.

JOB REQUIREMENTS: Must be able to lift or maneuver up to 50lbs, stand for extended periods, and bend/stoop repetitively.

MINIMUM QUALIFICATIONS: Applicant should be able to read at least at a sixth grade level.

ESSENTIAL FUNCTIONS: The primary duty is to assist in completing production contracts at Martin Enterprises.

FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT: Eric Manning, Production/Safety Manager