



JOB POSTING

JOB TITLE: Reel Assembly – Wallkill Distribution Center
LOCATION : Wallkill, New York
REPORTS TO: Location Manager

PRIMARY FUNCTION: Responsible for assembling various sizes of wooden reels in accordance with company specifications. Following training, incumbent would be expected to assemble 4-6 reels per hour, depending on the size of the reel being assembled.

SPECIFIC RESPONSIBILITIES:

- Follow written 1-page specification outlining the parts used for assembly of the reel
- Lift upright supports that hold reel flanges in place
- Use power and hand tools – band saw to trim wood, impact driver to tighten nuts, angle cutter to trim steel bolts, hammer to flatten the end of the bolts.
- Operate electric lift table push buttons
- Use paint roller to stencil reel size on each reel
- Other duties, as assigned.

KEY COMPETENCIES:

- Time management , planning and organization skills under minimal supervision;
- Able to gain credibility with all levels of employees;
- Shows initiative and adaptable to change;
- Ability to communicate effectively

REQUIREMENTS

- Ability to work under supervision