

DOUBLE **HH** MFG.®

DIVISION OF HOPE HAVEN, INC.

P.O. BOX 176 ▪ 207 WESTVIEW DRIVE ▪ ROCK VALLEY, IA 51247-0176

We are currently seeking a full time individual to help us achieve our on time shipment goals all while maintaining the accuracy and quality that customers have come to expect from Double HH Manufacturing. This job takes place in a fast paced environment and includes labeling and packaging of finished product, preparing shipping paperwork using computer software, and some forklift operation. A full job description is listed below:

RESPONSIBILITIES AND DUTIES

1. Perform basic functions of labeling and packaging finished product.
2. Maintain orderly warehouse and outside storage areas.
3. Perform required task at the standard level of quality.
4. Assist in production areas as required, including machine operation and supported employee supervision.
5. Assist with filling work orders, packaging and shipping of finished goods.
6. Assist with cycle count inventories as required.
7. Positive customer/vendor relations.
8. Safe and proper forklift/vehicle operation at all times.
9. Keep accurate shipping and receiving documentation.
10. Follow safety procedures and promote safety measures among coworkers.
11. Perform all other duties as assigned by Management.

PHYSICAL REQUIREMENTS

1. Physical ability to lift 50 pounds on a repetitive basis.

QUALIFICATIONS

1. Possess good organizational skills.
2. Available for and willingness to work flexible hours as directed by supervisor.
3. Possess valid forklift operator license
4. Basic computer skills



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