

Job Title: Receiving Clerk

Public Transportation is Available

Job Location: Holaday Circuits Inc.
11126 Bren Road West
Minnetonka, MN 55343

How to Apply: **Mail:** Megan Theis
 11126 Bren Road West
 Minnetonka, MN 55343
 In Person: Holaday Circuits Inc.
 11126 Bren Road West
 Minnetonka, MN 55343

Phone: Megan Theis
(952)933-3303

Email: megant@holaday.com
Website: www.holaday.com

Schedule: Monday – Friday 8:00am-5:00pm

Hours per Week: 40

Salary Offered: Unspecified

Benefits: 401(k), Dental Insurance, Health Insurance, Holidays, Vacation

Drug Testing Required: Yes

Education Required: High School Diploma/GED

Experience Required: None

Job Description:

We are seeking an individual to work in our Inspection department. Position will be cross-trained for other positions within the company. Experience in quality inspection and attention to detail is a plus.

DUTIES:

- Receiving
- Entering packing slips in Vantage
- Check & Verify incoming part numbers & quantity
- Print Part Number labels & HMIS label, affix to containers or parts
- Chemical Receiving
- Putting Stock Items away
- Entering location for stock items
- Deducting inventory pulls
- Labeling stock items
- Cycle counts
- Raw materials inventory counts
- Scrap (preparing and shipping)
- ERT Member
- Vendor Inventory & counts
- Distributing stock item/parts; Requisitioned items & parts
- General housekeeping of stockroom/Dock
- Other duties as assigned

To find us take Hwy 169 to Bren Road. Take Bren Road West 1 mile. Turn right at the blue mailbox. Enter door under Blue awning with Holiday Circuits printed on it.

EOE M/F/D/V

Please refer to Job Title when applying.