



JOB POSTING FORM

Company Name: True Value Manufacturing

Contact Person: Elvira Moreno Title: Human Resources Representative

Company Address: 201 Jandus Rd. Cary, IL 60013

Phone Number: 847-462-5387 Email Address: moreno@trutest.com

Job Title: Merchandise Handler (Forklift Driver)

Job Description:
Using either a forklift, stacker, or hand jack, candidate will receive, store, and distribute material, tools, equipment, and products within establishments.

- Picks, stacks and verifies the correct quantity of finished product as designated on the shipping label or purchase order. Verifies and denotes quantity marked out on purchase order. Perform monthly cycle counts.
- Receives all raw materials for departments. Stock, count, and verify all products.
- Operates material handling equipment in an efficient and safe manner.
- Follows preventative maintenance program on assigned material handling equipment.
- Responsible for housekeeping
- Maintain the inventory for departments.
- Provides training and work related guidance to lesser skilled department employees.
- Have basic computer skills.
- Maintain the recycling area and shipments.
- Be a backup for production when needed.
- Perform other duties as required

Is a High School Diploma or GED **required**? Yes No

Are Bi-Lingual skills helpful? Yes No If yes, what Language? _____

Experience and Skills Required:

- HS diploma, GED, or equivalent combination of education and experience.
- Must have ability to operate all material handling equipment including Hand Jacks.
- At least 12 months of related experience
- Must have ability to pick orders in at least one of the following areas (4th Shift, Brush, or UPS)
- Must have ability to work in a team environment.
- Must have good attention to detail
- Must have ability to read, write, and perform basic mathematics to the extent necessary to do all paperwork, process all orders and learn new processes.
- Must have ability to stand and walk 8 to 10 hours/day;
- Must have ability to repetitively lift, handle, rotate, and lift up to 25 lbs. regularly, 50 lbs. frequently, and 75 lbs. occasionally.
- Must have ability to work with chemicals, paints, and solvents.

Hours and Days: Monday through Friday; 6 am to 2:30 pm
Full/Part time: Full Time

Hourly Rate/Salary: starts at \$13.86 / hr. with a step progression to \$16.39 at 18 months. After completing 18 months, associates are able to earn annual merit increases up to a maximum of \$18.00.

_____ /Contract-to-Hire _____ (after _____ Day)/Direct Hire XX

If interested, applicant should apply by: Mailing/Faxing Resume Calling

Applying in Person Emailing Resume

Thank You,

Apply ON LINE –www.truevaluecompany.com

DATE POSTED: _____

McHenry County Workforce Network
500 Russel Court – Woodstock, IL 60098
815-338-7100 ext. 2771 – (Fax 815-338-7125)
workforcesolutions@co.mchenry.il.us

Removed after 30 days.

For an additional resource to post your job lead visit www.illinoisjoblink.com

Si es necesario, llamar al 913-871-6719 para la traducción y comprensión de la información en este documento.