

Eilers Machine & Welding, Inc.

POSITION DESCRIPTION

2/25/11

POSITION TITLE: SHIPPING/RECEIVING LEAD PERSON

SCOPE OF POSITION: This person will oversee Packaging/Assembly and Shipping/Receiving operations along with Department Supervisor and will coordinate and direct workforce in order to meet production schedules and meet required cost, quality, and housekeeping requirements. This person will also champion safety, continuous improvement efforts and defect reduction initiatives. This position reports directly to the Department Supervisor.

KEY REponsibilities:

- The primary responsibility of this individual will be to assist in maintaining timely deliveries of product to customers by keeping Assembly/Packaging/Shipping operations flowing smoothly and efficiently. Lead person will also be responsible to perform dock audits and receiving audits pursuant to Eilers quality requirements. Direct responsibilities include:
- Developing, leading and motivating employees to effectively utilize their experience, training and skills in the packaging of product to meet production schedules;
- Maintaining excellent communication and cooperation with Production Scheduling, Transportation Coordinator and supervision to ensure that product is shipped to meet on-time delivery requirements;
- Actively participating in production staffing. Includes assisting with selecting staff, developing staff to their fullest potential and responding effectively to suggestions or concerns. Lead Person will also provide effective direction and discipline pursuant to company policies. Lead Person will seek the counsel of the Department Supervisor on all disciplinary measures;
- Reviewing or completing all necessary data entry and paperwork, and will be responsible for it's timeliness and accuracy;
- Actively promoting Company's Lean Enterprise philosophy;
- This is not to be considered a complete list of responsibilities and other appropriate duties may be assigned.

DESIRED ATTRIBUTES:

- Ability to read customer drawings as well as understand and follow applicable military standards and specifications to make sure the operations are being performed correctly;
- Ability to motivate employees to their personal best.
- Experience in the field of supervision;
- Ability to effectively communicate orally and in writing.
- Ability to demonstrate leadership skills;
- Ability to effectively relate to varied knowledge levels.

EDUCATION AND EXPERIENCE:

A combination of over two years of directly related education, training and/or experience is typically required for carrying out the responsibilities of this job.

COMPUTER SKILLS:

To perform this job successfully, an individual should have basic computer skills; specifically MS Office (Word, Excel) & Lotus Approach Database Software.

WE OFFER:

- Employment at stable and established company.
- Competitive wage.
- Benefits; group health insurance plan partially funded by employer, 401(k) plan, vacation, and holidays,
- An employee oriented environment.

HOW TO APPLY:

For immediate consideration apply today by sending a resume to Nate Menagh at nmenagh@eilersmachine.com

To learn more about our company visit us at www.eilersmachine.com

EILERS MACHINE & WELDING, INC.
600 EAST COMMERCE ROAD
LEXINGTON, NE 68850
(308) 324-3751
APPLICATION FOR EMPLOYMENT

To applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

Date _____

PERSONAL

Name _____ Social Security No. _____
 Last First Middle

Present Address _____ Telephone No. _____

Are you legally eligible for employment in the U.S.A. _____ Date of Birth _____

What method of transportation will you use to get to work? _____

Position(s) applied for _____ Rate of pay expected \$ _____ per hour

Would you work Full-Time _____ Part-Time _____ Specify days and hours if part time _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills or qualifications which you feel would especially fit you for work with our organization?

RECORD OF EDUCATION

	Name and Address of School	Course of Study	Last Year Completed	Did You Graduate?	List Diploma or Degree
Elementary					
High School					
College					
Other (specify)					

List present and past employment, beginning with your latest position first.

I. Name and Address of company: _____

Worked from: ____/____ (month/year) To: ____/____ (month/year)

Description of work: _____

Starting wage: _____ Last wage: _____ Name of Supervisor: _____

Reason for leaving: _____

II. Name and Address of company: _____

Worked from: ____/____ (month/year) To: ____/____ (month/year)

Description of work: _____

Starting wage: _____ Last wage: _____ Name of Supervisor: _____

Reason for leaving: _____

III. Name and Address of company: _____

Worked from: ____/____ (month/year) To: ____/____ (month/year)

Description of work: _____

Starting wage: _____ Last wage: _____ Name of Supervisor: _____

Reason for leaving: _____

IV. Name and Address of company: _____

Worked from: ____/____/____ (month/year) To: ____/____/____ (month/year)

Description of work: _____

Starting wage: _____ Last wage: _____ Name of Supervisor: _____

Reason for leaving: _____

May we contact the employers listed above? _____ If not, indicate by No.

Which one(s) you do not wish us to contact

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation:

Address:

Phone Number

Were you in U.S. Armed Forces? Yes ___ No ___ If yes, what Branch? _____

Dates of Duty: From ____/____/____ To ____/____/____ Rank at discharge _____

(Mo. Date Yr.) (Mo. Date Yr.)

List duties in the service including special training _____

Have you taken training under the G.I. Bill of Rights? _____ If yes, what training did you take?

Present membership in the National Guards or Reserves

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by the court? _____ If yes, describe in full

Do you have any physical condition which may limit your ability to perform the particular job for which you are applying? _____ If yes, describe such condition and explain how you can perform the job for which you are applying in spite of it.

Have you had a major illness in the past 10 years? _____ If yes, describe

Have you received compensation for injuries? _____ If yes, describe _____

List any friends or relatives working for us. _____

The facts set forth in this application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I authorize you to obtain personal information obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any investigative report that is made.

Date

Signature of Applicant

How did you hear about this job opening? Please check all that apply.

News Paper _____ Which one? _____

Radio _____

Internet _____

Job Service _____

Employees/Friends _____