

Brownsville Marine Products, LLC

Position: Shop Clerk

POSITION DESCRIPTION:

- Reports to Accounting
- Performs clerical, some general accounting, time keeping and attendance monitoring.
- Supports reporting, documentation and copying requirements of the Production Superintendent and Production Supervisors.
- Supports Tool Room operations regarding Inventory Control of all related materials/items.
- Constructs simple spreadsheets in Excel as required by Production Superintendent and Production Supervisors.
- Minimal clerical support to the QA/QC, Safety, and Training Departments.
- Post shop announcements/notifications throughout Shops as required.
- Daylight, hourly position (7:00 am ~ 3:30 pm) with the ability to work some overtime as required.

SKILL LEVEL REQUIREMENTS / EXPERIENCE

- Working knowledge of Microsoft Office Suite with emphasis on Excel, Word and Outlook.
- Some experience in/with General Accounting practices.
- Experience in working with hourly employee time and attendance process/system (time keeping).
- Capable of reviewing/analyzing time and attendance data, identifying anomalies and enacting corrections as required through dialogue with individual employees and/or supervisors.
 - Capable of professional interaction/communication with hourly shop employees and salaried supervisors and administrative personnel.
- Previous experience in a Manufacturing/Production/Shop environment in a similar position or role.
- Knowledgeable and experienced in the use of and navigation in an MRP/ERP Business software system.

WORK CONDITIONS:

- Manufacturing Environment and work conditions.
- Exposure to varying temperatures (cold & hot).
- Exposure to air particulates and some minor amounts of smoke.
- Exposure to loud penetrating noises in some areas.

EDUCATION:

- High School Diploma or GED

The wage range on this job is based on specific knowledge, skills and experience.