



General Laborer/Shipper & Receiver

Alexanderwerk, Inc. a German machinery manufacturer of process equipment for the Pharmaceutical & Chemical Industries is looking for a self-motivated individual with a strong work ethic to join our growing company, located in Montgomeryville, PA. This position will provide opportunities to learn a new trade, advance within the organization and grow on a personal level.

Job Requirements:

- Must have a desire to learn and grow in a career
- Assist in test laboratory and help with machine set-up and clean-up
- Strong organizational and communication skills a must
- Ability to use a computer and Microsoft programs
- Assist technicians with in-house work, as needed
- Keep warehouse clean and organized
- Examine incoming stock for any defects and report deficiencies to management
- Prepare & complete orders: load, pack, wrap, label and ship both domestically and internationally
- Receive inventory, and organize stock items
- Perform other job-related duties and building maintenance, as required
- Must be able to lift 50 lbs.
- Operate forklift, pallet jacks, and hand trucks to unload machinery and parts from trailers
- Forklift certification (preferred, but not necessary)
- Must have own transportation

Job Type: Part time with full time potential in 2019

Education: High school or equivalent (Preferred)

Hours: (Monday, Wednesday, and Thursday) 8:00 am - 4:30 pm

Company offers room for advancement and a great work environment

EEO Employer

To apply, please send resume to Helen Vinciguerra, VP of Administration at Hmvinciguerra@alexanderwerkinc.com