

Parts Attendant

Description

We are looking for a Parts Attendant to receive, store and distribute materials at our Clayton, IA. facility. Attendants are an important part of our operation. The applicant should should enjoy organization, distribution and personal communication with people.

Primary Responsibilities

The Parts Attendant is accountable for the day-to-day activities relating to the organization of the warehouse, inventory levels, receiving of all materials and other tasks as requested by the Purchasing Manager. Parts Attendant needs strong organizations skills, computer skills, high attention to detail and good communication. They will:

- Receive materials and parts into the facility utilizing Standard Operating Procedures
- Maintain inventory records within the inventory software system
- Utilize the purchase order system in looking up orders, compare quantities received against quantities ordered, and close out orders when the material is received
- Monitor and control the parts and tools stored in the shop warehouse
- Keep the parts area warehouse organized, clean and orderly
- Store deliveries in the correct locations
- Update inventory levels as items are received in the system
- Help develop and maintain critical parts lists for assets and projects
- Assist in tracking pattern purchases and identify areas for improvement in the quality of parts
- Communicate with the Purchasing Agents when the quantity received does not match the ordered quantity

Qualifications & Requirements

- Work up to twelve hour shifts
- Self-motivated and able to work with minimal supervision
- Communicate and coordinate with coworkers and supervisors
- High safety standards for self and others
- Willing to work any assigned shift, overtime, weekends and holidays
- Ability to stand for 6-12 hours on uneven sandy/rocky surfaces
- Ability to be seated for up to 6 hours to operate equipment or vehicles
- Ability to lift 60 to 80 pounds without mechanical assistance
- Ability to bend, stoop, climb on and off equipment and ladders
- Able to work at heights
- Ability to work in damp, dimly lit and confined work areas

Education & Work Experience

- High school diploma desirable but not required

Credentials & Licenses Required

- Part 48 MSHA required. Training available onsite

Listing Valid until

Filled or Withdrawn

Base Wage/Salary

\$ Based on Experience

Full or Part Time

Full Time

Permanent or Temporary

Permanent

Job Location

Iowa

Shift Details

Rotation schedules are 84 hours bi-weekly (8 of the 84 hours are paid out an OVERTIME rate of 1 ½)
Rotation Schedule:

Week 1– Monday, Tuesday, Friday, Saturday

Week 2– Sunday, Wednesday, Thursday

Apply Now

Contacts

You may contact the Pattison HR department for assistance at:

phone: (563) 964-2860 xtn 133

email: hr@pattisonsand.com

- All Pattison employees must hold a valid Driver's License

Job Benefits

Pattison Sand Company offers a comprehensive benefit program! Some of the benefits include:

- Quarterly safety incentive program
- Paid time off
- Affordable health, life, flex spending, dental & vision insurance
- 401k with matching

Advancement Opportunities: Pattison Sand Company encourages and sponsors internal and external training to develop employees' skills in order to promote from within the company.

Disclosures

Mandatory Drug Testing – Pattison Sand Company is a drug-free workplace and all prospective employees have to pass a pre-employment drug test and employment physical.

Reasonable Accommodations Statement – To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.