



351 Rogue River Parkway
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Manufacturer & Distributor of Quality Model Railroad Equipment

Shipping Clerk

Micro-Trains Line Co., a manufacturer of model railroading equipment, has been producing model trains from start to finish for over forty years in the Rogue Valley. Our employees are dedicated to manufacturing the highest quality models in the industry and providing the highest level of service possible. Micro-Trains is currently seeking candidates for employment in our Shipping/Receiving Department.

Candidates with a shipping background with USPS, UPS or FedEx is a plus.

Candidates must be able to perform a variety of tasks:

- Prepare and complete orders for shipment to customers both domestic and international
- Accurately pull from inventory, pack and ship all orders
- Package, count and label inventory to specification
- Organize and maintain inventory
- Process all incoming product from outside vendors
- Prepare and complete orders for delivery or pickup on a set schedule via USPS, UPS or FedEx
- Comply with all company safety policies and procedures
- Communicate effectively with other employees, supervisors or managers
- Maintain a safe and clear work environment
- Follow quality service standards and comply with all procedures, rules and regulations

Essential Skills and Abilities:

- Punctual and reliable attendance
- Able to work at a fast paced, repetitive work environment
- Basic computer, math and reading skills and effective communication skills
- Be able to work in a team environment with a diversified workforce
- Must be able to lift 25-30 pounds and occasionally up to 50 pounds
- Able to stand for 8-10 hours a day on a concrete floor
- Able to climb and use ladders
- Reaching, bending and twisting are required
- Comply and understand company, plant and safety rules/procedures

Company Benefits:

- Medical, dental and vision insurance
- Holiday Pay
- Employee matching 401(K) Company Plan
- Medical Flex Plan
- Earned Time Off
- Vacation Pay
- Employee Discounts

The shift runs Mondays-Fridays from 7:00 am-3:30 pm. All applicants must fill out an employment application and pass a pre-employment drug test. Resumes are optional and must be accompanied with an employee application form. Applications can be obtained, completed and turned in at the front office of Micro-Trains, 351 Rogue River Parkway, Talent, Oregon or downloaded from our website at www.micro-trains.com. Wages are DOE. For more information, you can contact our office at 541-535-1755.

Micro-Trains Line is an equal opportunity employer.