



Warehouse Assistant

Matrix Tool, Inc. is a family owned and operated custom full-service manufacturing operation located in Fairview, PA. We specialize in the design and construction of high precision plastic and metal injection molds. We also mold tight tolerance plastic injection molded components. We operate in a modern manufacturing facility and employ approximately 120 staff members. See www.matrixtoolinc.com for additional information about our organization.

We are seeking to fill an immediate Warehouse Assistant role on 1st shift to support our manufacturing operation. The successful candidate will train with our current Warehouse personnel and learn to support shipping / receiving, material mixing and material staging tasks.

Primary Duties:

1. Assists with daily shipping activities to ensure the timely shipment of molded parts. This involves using forklift equipment to stage production to shipping areas and loading shipments onto carrier trucks.
2. Assists with the completion of daily dock audits / final inspection activities before shipment of products to customers.
3. Assists with the unloading of incoming goods and materials into the warehouse and distribution to appropriate departments.
4. Assists with daily material mixing & raw material handling duties to provide support to Material Mixing personnel.
5. Coordinates the grinding of scrap materials generated by molding machines as assigned.
6. Assists with molding support operations as assigned (rework support, Press Operator break support, finished goods staging, physical inventory counts, etc.).
7. Completes regular housekeeping activities in the warehouse areas to maintain a safe, clean & organized environment.

Basic Qualifications:

Interested candidates should have at least 3 - 6 months of general warehouse experience in a production / manufacturing environment. In addition, the position requires a reliable, organized and detail-oriented individual who can prioritize daily tasks to ensure we can meet delivery and production commitments. In addition, the position will require an individual who takes pride in his / her work and can cooperate with others and work as a member of a team in a dynamic and fast paced work environment. On-the-job training will be provided.

Matrix Tool, Inc. offers challenging work, a state-of-the-art work environment and a competitive pay and benefits package. Benefits include Health Care & Prescription Drug Insurance, Vision Care Insurance, Dental Care Insurance, Profit Sharing, 401(k), Life / Accidental Death Insurance, Short Term Disability Insurance, Paid Holidays, Paid Vacation Time, Paid Personal Time, Employee Assistance Plan, Deductible Reimbursement Plan, Cash Bonus Plan, Bereavement Leave Plan and Jury Duty Benefit. To apply:

Email an application or cover letter and resume to us at hr@matrixtoolinc.com

For additional information, contact Matrix Tool Inc.

