



Position Description

Title: Operations Assistant – Part Time

Status: Hourly

OVERVIEW:

Leverwood Knife Works, located in Red Lion, PA, is one of the world's leading manufacturers of custom, precision-ground industrial blades. Leverwood's custom industrial cutting blades are utilized by a variety of industries, including packaging, paper converting, food processing, printing, bag manufacturing, recycling, and many more.

POSITION SUMMARY

This position currently reports to the Planner/Purchasing Agent.

RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

- Data entry including, but not limited to: Work orders, purchase orders, order entry and sales acknowledgements.
- Assemble engineering packets.
- Receive, scan and email incoming packing lists.
- Shipping assistance as needed.
- Liaise with different departments to improve communications.
- Perform other related duties as assigned.
- Ensure that all the company safety policies are being followed.
- Offer recommendations for enhanced safety measures to the SHE committee.

MINIMUM QUALIFICATIONS

- High school diploma/GED.
- Experience in a business work environment preferred.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office and QuickBooks applications.
- An eye for attention to detail.
- Must be highly motivated and able to work independently.
- Great organizational skills.
- Ability to work effectively and multi-task in a fast-paced environment.
- Exceptional analytical skills to sort through high volumes of data and information.
- Valid PA driver's license with good driving record.



WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment of this position is generally performed in an indoor office environment in a well-lit area. Occasionally, this position is required to work around high-speed machinery and equipment and requires the use of safety glasses. There could be exposure to machine oil, metal filings, manufacturing odors and noise. Job functions on and around mechanized equipment will present the need for alertness, accuracy, and safety awareness. Safety training is required and provided by the company in accordance with applicable law, industry standards and company policy. Specific notice is posted in areas where safety equipment is required for accident prevention.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates must be able to read, write and communicate fluently in English. Candidates could stand for much of the workday. Work activities can involve combinations of standing, lifting, walking, carrying, pushing, pulling, bending and/or climbing for extended periods and performing repetitive activities. Work requires the ability to see (with or without corrective lenses), hear and smell in order to detect problems. The work requires the ability to lift and carry up to 30 pounds. Reasonable accommodations may be available to enable individuals with a disability to perform the essential functions of the position.

DISCLAIMER

The preceding description is not designed to be a complete list of all duties and responsibilities required of the Operations Assistant and is subject to change at any time to reflect the needs of the company. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.