



Full-Time Material Handling Assistant

Assisting in countertop fabrication through identifying, handling and organizing granite and quartz materials for efficient job flow.

Responsibilities

- Identifying and preparing raw material for processing
- Assisting in the removal and storage of remnants
- Documenting location and size of remnants for inventory
- Assisting with shipping and receiving of raw materials
- Working alongside co-workers in a professional manner
- Assisting in the overall organization and cleanliness of the shop
- Operating forklift with utmost safety
- Assisting machine operators; clearing CNC routers and saw beds of materials
- Removing and dumping stone waste

Education/Requirements

- High school diploma
- Forklift driving experience preferred but not necessary
- Experience in the trades or similar
- Strong attention to detail and organizationally inclined
- Professional demeanor with customers and co-workers at all times

Compensation and Benefits

- Competitive hourly rate with overtime (45-55 hours/wk)
- Pay raise at an annual rate of 3-5% based on responsibilities and effectiveness
- Health Insurance
- Retirement Plan: Current IRA plan is a company match up to 3%. Available after two (2) years as a full-time employee
- Vacation: Two paid weeks for first five years, additional day each year after 5, max 3 weeks. Vacations must be applied for in writing with signed approval
- Sick Days: Two
- Personal Days: Two
- Profit Sharing/Bonus: Semi-Annual bonus depending on overall personal and company performance
- Semi-Annual Incentive Policy
- Disability Insurance