

Spare Part Clerk

Great opportunity to start your career in the manufacturing Industry!

Adecco Staffing is assisting our local client to find a qualified candidate to work in an assignment for their engineer department, as a **Spare Part clerk**. This is long term career opportunity.

This is an office desk position, where the associate will handle orders from their mechanics and their parts distributors, formulating and processing work orders into their SAP & CWorks system. Must have good computer skills, be accurate, dependable, and able to work under minimum supervision. The associate must be able to follow up on phone calls, parts orders, returns and shipments. Bilingual (English/Spanish) A plus (conversational only) to take accurate instructions from other nonbilingual team members. The associate will lift, carry, move, and pull, up to 50-pound boxes with parts from the office to the warehouse or vice versa for shipping purposes. The Spare Part clerk desk is located by the production area.

Requirements

*High school Diploma or GED

*Vocational education with mechanical engineering background

*Data entry/MS Excel

Pay Rate

\$18

Work Schedule

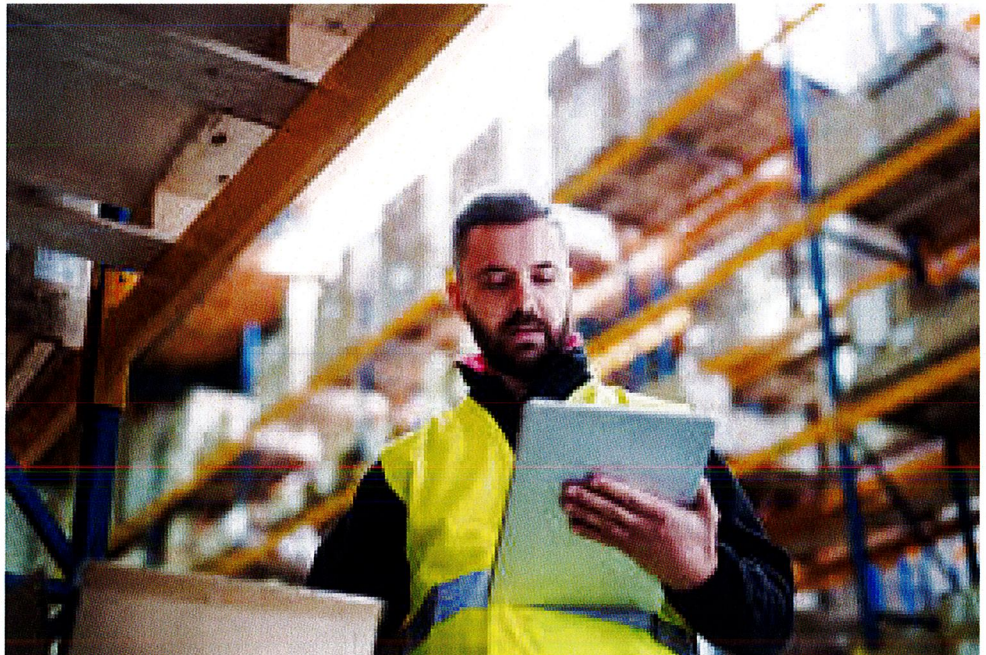
Monday to Friday

Saturday as needed

1st Shift: 6:00AM to 2:15PM

Location:

West Nyack, NY 10994



To be considered for this great career opportunity, please

Email us your resume: radhycel.yunes@adeccona.com

Or call us @ 845-371-6300

Adecco

Equal Opportunity Employer/Veterans/Disabled. To read our Candidate Privacy Information Statement, which explains how we will use your information, please visit <http://www.adeccousa.com/candidate-privacy/>. The Company will consider qualified applicants with arrest and conviction records.