

Contract Factory Associate

Position Description



About VOCEC

VOCEC exists to create rehabilitative job opportunities for people living with mental illness.

We facilitate the road to recovery and help people reach their full potential.

Recovery is our focus— it's possible through work!

Purpose:

The Contract Factory Associate is responsible for packaging, labelling and shipping industrial parts for train cars and locomotives.

Skills You Will Develop:

- Quality Control Protocols
- Working in a team environment
- Process Standardization
- Inventory Management
- Shipping and receiving
- Printing
- Health and safety considerations
- Following and giving written and verbal instruction
- Problem solving
- Arriving to work on time
- Appropriate workplace behaviors

Duties and Responsibilities:

- Label and package components according to written polices and procedures
- Print labels and technical drawings
- Receive stock and shipments
- Assist in managing inventory of parts
- Ensure quality control of kit building process
- Report shortages of inventory
- Operate pallet mover
- Operate weigh scale
- Other duties and responsibilities as required

Qualifications:

- Self identify as living with a severe, persistent mental illness
- No experience necessary
- Must be able to meet the physical demands of the position

Working Conditions:

Extended periods of time sitting, some lifting required <20 lbs