



## Shipping and Receiving – Production 3<sup>rd</sup> Shift

### Full-time hourly position available on 3<sup>rd</sup> shift

Third shift hours are 8:30 pm to 7:00 am Monday through Thursday nights.  
Able to work overtime by adding Sunday night shift if needed

BCI Burke Company is looking for a qualified candidate who is eager to learn and take pride in packing and shipping our playground, park and recreation equipment to children all over the world.

### **Responsibilities:**

- Receive incoming material and put in inventory
- Use Pick List and other forms to determine parts to be pulled for the orders
- Pack orders by placing and securing all different sized parts and hardware in or on skids, crates, boxes and other shipping methods
- Use forklift to load packed orders onto semi-trailers

Please inquire with Human Resources for more information on the essential duties and responsibilities.

### **Education and/or Experience**

- On-the-job training
- High school diploma or general education degree (GED) preferred
- Shipping and receiving experience and forklift experience is a plus but not necessary

### **Other Skills and Abilities**

- Strong attention to detail and team player with good verbal communication skills
- Understand dimensions and able to work with numbers all day long
- Able to read a tape measure and other various shop prints
- Able to use hand tools and other equipment and materials as needed
- Work at a fast pace

### **Physical Demands**

While performing the duties of these jobs, the employee is regularly required to stand, walk and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds.

BCI Burke offers a competitive wage and benefits package.

Great things are happening at Burke as we continue to grow.

**JOIN THE MOVEMENT!** – Get started by clicking here <http://www.cindexinc.com/c/646E48> to apply for the position.

BCI Burke Company, LLC | 660 Van Dyne Road | Fond du Lac  
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Equal Opportunity Employer