

Record Center Specialist

What's in it for you?

- Day Shift M-F 8:00-6:00 (30 minute lunch + two 15 minute breaks)
- \$11.00-\$12.00 hour

What is the job?

- Process orders and move boxes of files, books, binders and other materials.
- Performing record keeping and information retrieval
- Maintaining a clean work environment

What you bring to the job?

- Ability to read and write English
- Ability to lift 24-50lbs for prolonged periods
- Ability to load operate and move hand carts, pallet jacks and other material handling aids
- Ability to climb ladders (not step ladders)
- Ability to work without assistance in order to grip, lift, push, pull, and carry boxes including up and down inclines, stairs, and over changes in walking surface/elevation
- Ability to walk, stand, kneel, squat, stoop and bend for extended periods of time