



YORK RAKES, a division of York Modern Corp., a leader in the landscape and road maintenance equipment industry is a 100-year-old, family oriented, company located in Unadilla, NY, we are looking for **Production Department Clerk**. The successful candidate will be trained by the current clerk who will be retiring.

Responsibilities include, but not limited to:

Data entry for all facets of the manufacturing process, such as: Time/Job cards, Inventory Adjustments, Production Lists, Receiving Material movement/ Production deliveries, Factory employee benefit time, Verify the accuracy of computer reports related to production and inventory.

Skills: Computer literate (Microsoft Excel and Word), Self-starter, Multitasker, Organize and prioritize, Detail oriented, Excellent verbal and written communication skills, Good people skills, Handle confidential information appropriately.

This is a full-time position.

Salary DOE

Send resume to: Email: sales@yorkmodern.com

Mail: York Modern Corporation

Attn: MGR

P.O. Box 488

Unadilla, NY 13849

Fax: 607-369-2625

York Modern Corp. is an Affirmative Action, Equal Opportunity Employer.