



**ELECTRON
COIL
INC**

IS NOW HIRING FOR 4 POSITIONS

Production Planner

Responsible for production planning, capacity planning, and scheduling of production to meet customers' requirements. Create and release work orders in MRP for various product lines to meet changing monthly forecasts while managing inventory levels and schedules. This position requires good communication skills, working closely with Production, Purchasing, Engineering and Customer Service. Strong project management skills and relevant computer skills are a plus.

Starting Pay is 18+ BOE.

Shipping Clerk

Package all out-going product per customer specification; ensure all required documentation is present. Counting and packing of all shipments. Verify serial numbers to each shipper and prepare labels as needed. Create packing lists and shipping labels for daily shipments both domestic and international. Arrange outgoing shipments via common carrier. Knowledge of UPS, FedEx and LTL Freight is a plus. Maintain MRP Data Base with current and accurate data. Operate a forklift truck as required to move material. Help with inventory and cross train with other stockroom functions.

Starting Pay is \$17+ BOE.

Warehouse Assistant

Receive and stock incoming shipments. Verify packing lists against purchase orders, un-package, verify counts and look for shipping damage. Fill out receiver, attach all required supplier documentation, deliver to Quality Control Receiving Inspection. Receive components from Receiving Inspection. Verify count on products to be received into stock. Fill existing shortages. Package remaining product for protection during storage. Enter all transactions and maintain MRP Data Base with current and accurate data. Operate a forklift truck as required to move material. Help with inventory, stockroom and shipping.

Starting Pay is \$17+ BOE.

Capacitor Winder

Wind delicate Mica paper into Capacitors using manual and semi-automatic machines. Responsible for the set up and operation of the machine to wind continuous strips of foil and mica-paper. Maintain alignment of materials, keep track of number of turns and insert a flag lead after a specified number of turns.

Starting pay is \$17+ BOE.

**Please apply by emailing resume to HR@electroncoil.com
or via postal to PO Box 71, Norwich, NY 13815
or fax to 607-334-9076**

**ELECTRON COIL INC.
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