

Home Science Tools is a successful, growth oriented online retailer of educational science products. Our mission is to inspire learning through hands-on science at home. Our vision is for every family to experience the wonder and joy of discovering the world through science, resulting in a richer human experience for generations. Our core values are family, faith, wonder and growth. Visit the company website www.homesciencetools.com for more information.

Reports to: Production Supervisor

Production Clerk I

Purpose:

To further the company's purpose of being dedicated to igniting a joy for learning science. This position provides an exceptional customer experience through kit assembly and repackaging, so that our products are complete and in perfect condition meeting the customer's expectation.

Primary Accountabilities:

1. Kitting
2. Repack
3. Quality insurance
4. Productivity

Responsibilities:

- Package and label products and other inventory items.
- Accurately and efficiently picks and packs items for kits preparing them for sale.
- Meet productivity, quality, and safety goals.
- Maintain an organized and clean work area.
- Maintain pick shelves; removing garbage, pulling product forward, keeping product easy to pick.
- Follow work processes.
- Complete other routine and non-routine tasks as assigned.

Required Qualifications:

- Must understand and have a passion for providing an exceptional customer experience.
- Continuously seeks and finds ways to do tasks more effectively.
- A self-starter and team player with track record of being able to complete specific tasks on time.
- Ability to multitask. Performs multiple tasks during a period of time and brings them all to completion.
- Stable career history with proven track record of success.
- Attention to detail, accurately packages all items and kits. Accurately picks and packs kits preparing them for sale. Completes multiple step tasks neatly and without errors.
- Must be teachable and self-motivated.
- Hardworking.
- Part-time= Flexible work schedule. Will work as few as 8 hours per week during our slow periods (usually February-April) and as many as 38 hours per week during peak periods (usually August,

September and December). The in between times will typically be 16-30 hours per week. Over an entire year you can expect an average of about 23-28 hours per week

Essential Skills and Abilities for this Position:

- **Customer focus:** Thinks and acts to delight the customer.
- **Continuous Improvement:** Continuously seeks and finds ways to do tasks more effectively and efficiently.
- **Detail oriented:** Accurately packages all items and kits. Accurately picks and packs orders for shipping. Completes multiple step tasks neatly and without errors.
- **Product knowledge:** Selects appropriate products to fill orders. Able to identify the components of products and kits and knows where to locate them. Knows where to stock packaged products.
- **Communication:** Clearly communicates verbally and in written form.
- **Personal Motivation & Initiative:** Maintains a high energy level. Interested, intense; attacks work. Conveys by actions that his/her work is important.

Physical Demands & Working Conditions:

- Located in Billings, Montana.
- On your feet walking or standing for long periods of the day.
- Repetitive use of fingers, hands, arms involving lifting and carrying of material.
- Lift and carry objects weighing 20 to 50 pounds regularly and occasionally items up to 70 pounds.
- Good close, distance and peripheral vision.
- Use of knives and other hand tools
- Pushing/pulling pallets of product
- Climbing ladders
- Occasional long workdays when meeting key deadlines, during critical projects or seasonal peaks.
- Ability to listen carefully and communicate effectively.

Compensation and Benefits

- Competitive salary with performance based bonus.
- Paid time off includes PTO and nine holidays.
- Generous medical, dental short-term disability, long-term disability and life insurance.
- 401(k) plan with generous company contributions.

Location: Corporate Office, Billings, Montana

Travel Required: Less than 5%

Job Type: Full-Time and Part-Time

Classification: Non-Exempt

Career Path: Production

Salary Grade: B

Email resume, cover letter or completed application for employment to hr@homesciencetools.com