



JOB OPENING:
Workshop Assistant
Supervisor: Production Manager

Qualifications:

- Previous Experience – Two years experience industry or business, with production and/or quality control orientation, or, one year of experience in Workshop setting, with some responsibility for training and work production.
- One full year of college may be substituted for one year of industrial or business experience.
- Minimum 21 years of age.
- Education – High School graduate or equivalent.

Job Summary:

Assist the Production Manager in all daily operations involving consumers training, vocational development, and production related activities, maintaining a balance between these two major facets of the Workshop function, i.e., training and production.

1. Instruct consumers in daily production activities and provide ongoing supervision.
2. Maintain consistent check for accuracy in production of consumers to meet quality control standards as well as to ensure quantitative productivity, based upon individual capability.
3. Promote consumers awareness of good safety and health procedures appropriate to the workplace and specifically to the safety rules in effect within the Workshop.
4. Consistently address work behavior.
5. Assist in maintaining flow of work to consumers workstations.
6. Assist in loading or unloading vehicles with work materials and/or completed products.



JOB OPENING:
Workshop Assistant
(Continued)

Benefits:
Medical, Dental, Life, and 403(b)

Location:
215 W. White Horse Pike
Berlin NJ 08009

Contact:
Please submit resume to Cindy Ciao at
the Main Office:
cciao@arccamden.org

It is the policy of The Arc of Camden County, to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, national origin, affectional or sexual orientation, marital status, armed forces eligibility, or disability.

The Arc of Camden County is fully committed to assuring opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries, and other compensation, transfer and layoff or termination.