

The Whalen Company – Production Assistant Job Posting

The Whalen Company has an opening for a Production Assistant at its Easton, Maryland manufacturing plant location. Established in 1962, The Whalen Company is one of America's most innovative leaders in the commercial heating and air conditioning industry providing packaged heat pumps, vertical stacked fan coil units and heat pumps for applications worldwide including hotels, motels, condominiums, apartments, senior living facilities, office buildings, schools and dormitories.

Job duties include the following:

- Print production labels (wire diagrams, production labels, electrical labels) per weekly schedule
- Print and distribute weekly schedules, work order travelers
- Print assembly line schedules
- Relieve MRP of labor and inventory items upon completion of build
- Inventory control
- Work with Production Coordinator on Manufacturing schedule

Job requirements include the following:

- Must have working knowledge of office equipment (computers, printers, scanners, copier)
- Must have working knowledge of computer software (MS Excel)
- Must be detail oriented
- Must have good organizational skills
- Must be able to multi-task and prioritize workload
- Must be able to understand and consistently meet quality standards and goals as set by management
- Must be flexible and team oriented to meet the demands of the business
- Must be reliable and punctual

Experience in a manufacturing environment is helpful, but not required

Employee Benefits Include:

- Weekly Pay
- Medical, Dental, Vision Insurance
- Company Paid Life & Disability Insurance
- 401(k)
- 9 ½ Paid Holidays per year
- Company Paid Vacation and Sick Leave

How to apply for a job at Whalen:

Email Human Resources: hr@whalencompany.com

You may also:

Apply In Person Monday through Friday, 9:00 am to 5:00pm:
The Whalen Company, 8900 Glebe Park Drive, Easton, MD 21601

Apply online – go to Careers page: www.whalencompany.com

Call with Questions for Human Resources: (443) 258-2758