The Whalen Company – Production Assistant - Job Posting

The Whalen Company has an on-site opening for a Production Assistant in Easton, Maryland manufacturing plant location. This position reports to the Operations Manager. 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, condominiums, apartments, senior living facilities, office buildings, schools and dormitories. Whalen is a subsidiary of VAST Industrial Corporation, located in Ontario, Canada. VAST owns various manufacturing companies and delivers high-value steel and manufacturing solutions to clients throughout North America and beyond.

Summary:

The Production Assistant plays a key role by keeping manufacturing workflows organized, assisting in the management of scheduling documentation, supporting inventory control, and ensuring the smooth, timely delivery of weekly production labels and schedules.

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, assembly line schedules.
- Relieve MRP of labor and inventory items upon completion of build.
- Work with Operations Manager on Manufacturing schedule.
- Inventory control support and other duties as assigned.

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 have detail oriented and 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)
- 10 Paid Holidays per year
- Company Paid Vacation & Sick Leave

Pay Range: $17.00 – 19.00 per hour

How to apply for this Whalen job:

Email Resume to Human Resources: hr@whalencompany.com

For more information, visit our website: www.whalencompany.com