



**Posting Date:** 5/14/2018

**Posting End Date:** until filled

The following position is currently open. If you wish to apply, please submit your resume and cover letter to:  
jobs@tectran.com

**JOB TITLE:** Production Data Entry Clerk

**JOB TYPE:** Full Time

TECTRAN is a fast-growing manufacturer of pneumatic & electrical systems, supplying OEM & aftermarket customers in the Heavy-Duty Truck, Trailer & Bus markets throughout North American & for export.

We are in need of a Production Data Entry Clerk with the following skills:

**DUTIES and RESPONSIBILITIES:**

- Create and process work orders for the packaging group using Epicor
- Track aged jobs and parts required to complete
- Cycle count/inventory adjustment data entry
- Update product bin locations
- Phone or email contact with vendors

**EXPERIENCE:**

- Must be computer literate
- Epicor experience is preferred
- Manufacturing experience would be a plus
- Good organizational skills

TECTRAN IS AN EQUAL OPPORTUNITY EMPLOYER! We offer a competitive benefits package with a generous employer contribution toward our group Health plan and Voluntary Dental, Life, Supplementary insurance plans. PTO, tuition and position-relevant Certification and Education reimbursement