

Hillsboro Industries, a leader in Truck Bed & Aluminum Trailer Design and Manufacturing, is looking for a reliable and self-driven individual to join our Team.

We are looking for a team oriented and organized individual to assist in Production Planning for the summer of 2021.

Responsibilities and Duties (include, but not limited to):

- Review labor hours and post to production system
- Sort and close completed Jobs paperwork
- Review Process Reports spreadsheets for errors and correct in production system, as needed
- Release and print Production Jobs within the production software
- Release and submit Purchase Orders within the production software
- Review Purchase Order Confirmations spreadsheet for accuracy
- Review and update Inventory Reports in Excel and production system

Qualifications and Skills

- Good organizational skills with ability to prioritize tasks
- Strong attention to detail and accuracy
- Able to sit or stand at a computer for 6-8 hours per day
- High school or diploma or equivalent required
- Proficient with Microsoft Excel and Outlook

Other

- Hours are 8am – 3:30pm, M-F
- Temporary Summer position from May 15 – August 31, 2021

Starting Pay will be based on experience.

APPLY NOW!