

Join a growing player within the material handling industry! Nova Technology provides a great working environment for great employees. Our newly expanded plant is air conditioned with plenty of space for team-oriented individuals to help drive our continued success. Nova offers training & development, company sponsored events, generous paid time off and job stability.

Start work within our value-based culture as soon as next week!

SUMMARY

Assembles dock equipment and their subassemblies by following blueprints and other written and verbal specifications by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Receive sales orders for truck restraints from Nova Sales department.

Establish order lead times.

Orders component parts for truck restraints through suppliers.

Researches competitive supplier pricing and negotiates purchase price with suppliers.

Inspects supplier component parts upon receipt. (OEM parts, welded housings, plated parts, brackets, bended materials, painted materials, etc.)

Utilize Assembly Book to assemble either pneumatic or manual restraints to specifications.

Conduct quality checks on assembled restraints. (ram bar testing, electronic function, etc.)

Work with shop departments to custom cut, weld, grind, drill or paint parts on occasion.

Box, band and shrink wrap assembled restraints.

Complete packing slips, bills of lading and print labels.

Call carriers for shipment.

Load trucks with forklift. (skid loader)

Build components in computer software (Business Works)

Maintain inventory levels via MRA report.

Reconcile invoice discrepancies.

Conducts inventory cycle counts on big ticket items. (once per week)

Processes damage claims that occur during shipping.

Processes restraints warranty claims in conjunction with Accounting Department.

Conduct Tech Support and review warrant issues on dock levelers with Nova private labeler (Systems)

Conducts Tech Support by troubleshooting mechanical issues, pricing and part number identification for distributors and occasionally end users.

Monitors restraint marketing information on company website for accuracy.

Conduct department Lean initiatives.

Accumulate data on new parts entering market or regarding changes to current dock parts.

Contribute design ideas on R & D projects.

Utilize instruments of measurement such as micrometers, calipers, multimeters.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain company forklift certification.

HOURS: Monday – Friday 7:00am to 3:30pm

BENEFITS:

Company Paid: Vacations, Personal/Sick Time following 60 days of employment, life insurance, holidays, volunteer time, discretionary bonuses & profit sharing, holiday party, summer cookouts, chili cook-offs plus a host of other company paid events!

Additional benefits: Health, dental, vision, short & long term disability, voluntary life, 401K Plan and more!

\$500 Sign on Bonus after 6-months of service (subject to the terms of the program)