



M-B Companies, Inc.
Human Resources Dept.
1615 Wisconsin Ave – Box 200
New Holstein, WI 53061
800 558-5800

EMPLOYMENT

Production Assistant

We are currently searching for a **Production Assistant** at our Airport Maintenance Products Division, located in Chilton, Wisconsin.

Responsibilities include:

- Create, issue, track and close job orders for manufactured parts
- Data entry to include order processing and the generation of purchase orders, packing lists, invoices and shipping documents
- Assist with the purchasing of required materials and supplies for the business
- Processing of timecards and labor edits
- Filing and other clerical related duties

Requirements:

- One to three years of related experience preferred
- Solid computer and data entry skills
- Prior experience in a manufacturing environment using an Enterprise Resource Planning (ERP) system
- Excellent communication skills