

Billetworkz - Production Associate

Job Title: Production Associate

Type: Full-Time

Location: Holtwood, PA

Company Description

Billetworkz is a fast-growing automotive and motorsports aftermarket-products manufacturer, dedicated to the experience of car enthusiasts across the globe. We deliver premium products, dedicated expertise, and passionate customer support through best-in-class e-commerce experiences.

About the job

This position is for the ultimate team player. Billetworkz is growing fast and we are looking for the right enthusiastic production associate to work with our team at our HQ in Holtwood, PA. An eye for detail is a must as you'll ensure that the product is properly produced, labeled, and processed.

What You'll Do - You'll drive the success of the team and yourself:

PRODUCTION

- Products you'll be working on:
 - Shift Knobs
 - Short Shifter Assembly
 - Shift Knob Hoodies
 - Window Vent Assembly
 - Prepping & Torching Titanium products
- Operate production machinery:
 - Laser engraver/cutter
 - Vinyl printer/cutter
 - Metal Lathe

FULFILLMENT

- Preparing product packaging
- Packaging orders and printing shipping labels

- Process wholesale purchase orders

ALL OTHER

- Work with Fulfillment Manager to assist in Billetworkz's inbound and outbound fulfillment operation
- Maintaining inventory counts
- Process orders accurately and in a timely manner
- Complete accountability for meeting and exceeding goals related to accuracy, on-time performance, and productivity
- Exhibit professional and courteous demeanor, accuracy, and follow-through
- Maintain a working knowledge of the Billetworkz product line

Your Creds – You'll be a team player and help the Shipping/Warehouse team succeed by:

- High School Diploma
- Being an all-around good guy or gal and giving the team additional support as needed
- Driving continuous efficiency and quality improvements for world-class customer satisfaction
- Ability to work independently and collaboratively in a fast-paced, creative environment
- Ability to analyze and continuously improve current conditions like a champ, and you communicate clearly through email communications

Extra Credit - Must also demonstrate:

- Professional written and verbal communications. You'll be interfacing with other departments within the company
- Organizing work and managing time while working on several projects at once. Attention to detail is also a must
- Having a sense of humor and ego-free ownership of projects
- Giving and receiving constructive feedback so that you and the team can build the best product possible
- Ability to work outside of normal business hours as needed

Physical Demands & Working Conditions:

While performing the duties of this job, the employee is regularly required to:

- Sit/stand for extended periods of time without being able to leave the work area
- Must occasionally lift and/or move up to 75 pounds.
- Assist and attend car show/events

Benefits

- Pay: \$18-\$20 / hr
- Health, dental, and vision insurance.
- Employee Discount
- Paid Time Off
- Competitive Pay
- Yearly Team Building Events

Application Process:

Please [complete our Employment Application](#) send your resume to info@billetworkz.com along with any relevant references.

We look forward to receiving applications from qualified candidates who are enthusiastic about joining our team and contributing to the success of Billetworkz.

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