

Please
Join Us!



Workforce Solutions-Astrodome
9315 Stella Link, Houston, TX 77025

September 21, 2016 – From 1pm-3pm

Hiring Various Positions

ONSITE SUPERVISORS 8 POSITIONS AVAILABLE

Maintain customer focused, professional relationships with client, vendors, and staff

- Responsible for employee time sheet activities
- Ensure time worked data is entered correctly
- Monitor areas of responsibility of employees
- Scheduling and maintaining employees work assignments
- Ensure that employees are providing first class customer service at all times
- Coordinate time keeping reports with client and our administration office
- Ensure that all work orders/positions at client site are filled on a daily basis
- Maintain communication with client to ensure that performance standards are met
- Ensure that employees are meeting all safety and work requirements
- Immediately address and resolve any employee performance issues
- Assist clients with any special projects

DRIVER HELPERS-MULTIPLE POSITIONS AVAILABLE

- As a Helper in this position, you will perform trash removal responsibilities and transport materials to their designated locations.
- Performs general manual labor tasks including loading, unloading, lifting, and moving materials.
- Assists a variety of functions with manual labor tasks as needed.
- Relies on instructions and pre-established guidelines to perform the functions of the job.
- This position involves considerable physical exertion, such as regular climbing on and off of trucks, lifting of heavy objects (up to 50 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time. There are frequent exposures to very extreme levels of air pollution, or substances, and hot/cold.

SORTERS- MULTIPLE POSITIONS AVAILABLE

- The Sorter is responsible for ensuring proper placement and sorting materials on the conveyor line by performing the following duties.
- Inspect materials and sort items or materials into piles or places in container according to type, size, condition, coloring or paper grade.
- Pull contaminants out of paper or off of floor.
- Stack boxes and skids. Dump boxes and totes of material.
- Feed material, such as wastepaper onto conveyor.
Clean up conveyor and surrounding sorting line.
- Keep surrounding work area clean.
Read monitor for machine start up and ensure machine is operating properly and at a moderate speed.
- Follow appropriate standard operating procedures (SOPs) as guideline for operating and maintaining equipment.
- Required to exert physical effort in handling objects less than 30 pounds part of the work day;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc.) rarely;
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements most of the work day

ADMINISTRATIVE ASSISTANT-2 POSITIONS AVAILABLE

- Assists with data collection and reporting required for incentive pay programs
- Manage a variety of tasks such as time and attendance, safety incidents, and contract labor
- Assist in troubleshooting and resolving safety, service, and operational issues
- Maintain and distribute department related information on a daily basis
- Handle administrative and general office duties
- Facilitate tasks for the organization
- Resolves service issues with customers as needed
- Assists in the implementation of operational projects
- Enter and maintain Service Machine Smart Data as needed
- Conduct other duties as assigned
- Must pass a background check and drug test
- Must be willing to work in a maintenance shop area (steel toe boots, jeans, mechanics, etc.)
High School Diploma or GED
- Three - Five (3 - 5) years of clerical experience, required
- Excellent interpersonal and communication (verbal/written) skills
- Strong time management and organizational skills
- Requires knowledge of Microsoft Office (Word, Excel, Access, PowerPoint), working in a Windows environment

JP#7139445

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. (Please request reasonable accommodations 48 hours in advance.) Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711.