



Richmond, Virginia
Posted: May 2023

**Shop Assistant
Industrial Automation Solutions**

Job Description:

Jewett Automation is a custom engineering firm specializing in the design and construction of factory automation systems for small parts assembly, material handling, robotics, packaging, and web converting systems. We are seeking qualified candidates for a shop assistant to help our operations staff fulfill our clients' needs.

This is an exempt position with benefits reporting to Shop Manager. Salary will be commensurate with experience. The job is based in Richmond, Virginia.

Responsibilities:

- Work directly with Shop Managers and Shipping and Receiving to ensure parts are available for assembly.
- Assist with material handling for machine runoff.
- Delivery and pick up of materials around the Richmond, VA area.
- Assist with machine prep, creating and pallet build for equipment shipment.
- Fork truck operation.
- Maintain clean and orderly work area and general facilities upkeep.
- Maintain company grounds.
- Various other tasks as assigned by Shop or Operations Managers.

Qualifications/Skills:

- Must be able to work from 8am to 4:30pm.
- Valid Virginia Driver's license.
- Working knowledge of machine shop practices.
- Must be physically able to lift 50+ lbs. as required.
- Able to work effectively both independently and with others.
- High school diploma required.
- Responsible and dependable, good attendance is **required**.
- Knowledge of pallet building.
- Forklift Experience / Certification a plus.
- Knowledge of rigging equipment a plus.

To Apply:

To be considered for this position, please submit your resume and cover letter to HumanResources@JewettAutomation.com.

About Jewett Automation

Jewett Automation manufactures highly engineered, automated manufacturing and assembly systems for industrial applications. The company has an outstanding reputation for understanding very complex issues faced in industry and providing customers improved product quality, operational flexibility, and superior economic benefits.

The company draws upon a host of automation platforms, techniques, and core competencies, including indexing cam-driven assembly systems, robotics, vision, and high-speed continuous motion, to arrive at the best and most economical end-result.

Jewett Automation has completed thousands of automation projects over a thirty-five-year history, in a variety of industries including automotive, medical, consumer products, electronics, telecommunications, and industrial products. These projects include assembly, packaging, material handling, robots, converting lines, rotary indexing, power, and free continuous motion, and much more.