

CompanyName: OfficeMax

Part-time: Part-time

Job\_Title: Distribution Specialist

Job\_Description2: OfficeMax is seeking a high-energy individual to join our team as an early morning, part time, Distribution Specialist. This individual is responsible for the daily distribution activities, productivity, and quality within the assigned area(s) of the distribution facility.

This person typically performs, but is not limited to, one or more of the following distribution-related functions: checking, packing, sorting and loading. Continually responsible for housekeeping and safety. Contributes ideas and suggestions for continuous improvement to the distribution processes. Responsible for demonstrating a commitment to Total Quality and the process of continuous improvement, identifying and responding actively and with sensitivity to the needs of all customers and to be open and responsive to change.

Associate receives moderate supervision and usually works on assignments that receive occasional checks on progress.

Special\_Requirements2: High school education or equivalent experience.

Ability to read, write and understand the English language and apply addition, subtraction, multiplication, and division.

Ability to lift single cartons up to 60 pounds.

Knowledge of the operation of equipment, such as a PC/CRT.

General warehouse experience and/or knowledge of a business work environment desirable, but not necessary.

Job\_Location2: Rochester

Expected\_Openings2: 1

Salary2: 10.82/hr

Title: HR

FirstName: Colleen

LastName: Celmer

Email: [colleencelmer@officemax.com](mailto:colleencelmer@officemax.com)

City: Rochester

State: NY

ZipCode: 14615

HomePage: [http://about.officemax.com/html/officemax\\_careers.sht](http://about.officemax.com/html/officemax_careers.sht)

Referral\_Date: 01/08/2010

Referral: email

Database\_Search: Database search by

Employer\_criteria: Please complete online application

Special\_Arrangements: Please complete online application for job consideration

Application\_Form: Application

US Citizen: US Citizenship is NOT required

Submit: Submit Job Posting

-----