

Midland Information Resources

An Equal Opportunity Employer

Open Positions as of February 1, 2012

Applicants need to apply to specific Requisition Numbers

<u>Status</u>	<u># of hours</u>	<u>Shift</u>	<u>Schedule</u>	<u>Position Title</u>	<u>Description</u>	<u>Education and Experience</u>	Midland Req #	IA Workforce Dvlpmt
On-Call	Varies/ 10- 6 pm	1st	M-F	On-Call Distribution Clerk	The On-Call Distribution Clerk is primarily responsible for carrying out the Best and Proper Ship method of all distribution copies in the department; performing the final quality check of the product; packaging appropriately for efficiency, safety and security; completing all jobs with correct documentation, and returning/storing all customer supplied material as specified by the job ticket. Responsibilities include, but are not limited to, performing the work in accordance with our safety, quality, on-time delivery, cost efficiency and process reliability expectations.	High School diploma or general education degree (GED); six months to one year related experience and/or training; or equivalent combination of education and experience preferred.	2012-1	IA-8843118