



The same company you trust ... now owned by Trystar, LLC.

Job Title: Fabrication Receiving Clerk – Troy MI

Job Description:

As part of Trystar, LLC (Faribault, MN), Controlled Power Company is a leader in the engineering and manufacturing of the highest quality commercial and industrial electrical power quality solutions and related services at the heart of supporting our electrical infrastructure. Trystar is a leader in power distribution equipment and related services. Our team members at all locations focus on producing the highest quality products in the industry and providing industry-leading service. Safety and integrity are our guiding principles, and we work together to achieve excellence for our customers every day.

Our team members are our most important asset. We are in search of a **Fabrication Receiving Clerk** who will work in our manufacturing facility in Troy, MI alongside other members of our Receiving team. This position reports directly to our Director of Purchasing/Inventory/Receiving.

We are looking for people who believe in our guiding principles and values of:

- **Safety** – We believe everyone should leave Trystar facilities in the same or better condition than when they arrived.
- **Integrity** – We’re honest, transparent, and committed to doing what’s right.
- **Customer focus** – We have relentless focus on our customers and their success.
- **Right with speed** – We use good judgement, make thoughtful decisions quickly, and execute them with purpose and intensity.
- **Play for each other** – We’re a team. We show up for each other and we know that through teamwork we achieve greatness.
- **Champion change** – We know adaptation and improvement are requirements to survive and to thrive.
- **Enjoy the journey** – We create an environment where our team feels appreciated and has fun along the way.

As a Fabrication Receiving Clerk, you will get to:

- Check received goods to purchase orders, against part number, quantity, description, weights, and sizes
- Report any discrepancies or damaged inventory
- Accurately hand- or scale-count items
- React to and expedite rush-orders and other conditions that affect product output
- Complete product identification tags and attach tags to products
- Distribute product(s) to designated areas via forklift, pallet jack, etc
- Maintain necessary clerical records pertinent to the function
- Assist within the fabrication receiving area

Work Environment:

- Must be able to repetitively bend, lift, kneel, and twist
- Must be able to sit and stand at various times throughout the day
- Must be able to lift 30+ lbs
- Sharp corners on skids, razor knives, sharp tools, ladders, moving heavy loads, forklift safety
- Ability to drive a forklift preferred

Qualifications:

- High school graduate, or equivalent
- Basic computer skills, Microsoft Office

What We Offer:

- Hours: Full time, Monday – Friday; 6:30a – 3:15p; additional overtime may be required
- Excellent health and insurance benefits (medical, dental, optical, life; as well as short-term disability)
- 401(k) plan with company match and PTO (paid time off); both granted with length of service
- Tuition reimbursement
- Opportunities for growth