

**Job Title:** Label Clerk I  
**Location:** Charleston, SC  
**Type:** Full-time Temporary (lasting approximately 3 months)  
**Salary:** \$15.00 an hour

**Required:**

- Minimum of six (6) months experience preparing/printing labels and accurately verifying product match/placement.
- Able to measure and use measurements.
- Numeric literacy, math, and problem-solving skills.
- Proven ability working in a fast-paced environment, demonstrating keen attention to detail and task-related accuracy.
- Ability to work independently with minimum supervision.

**Desired:**

- Experience with cable drawings and fabrication.

**Physical/Mental Requirements:**

While performing the duties of this job, the employee is regularly required to:

- Read documents and write neatly and legibly.
- Transcribe accurate information and numbers/values.
- Use PPE usually consisting of safety shoes, eye and ear protection, exam-style latex and non-latex gloves.
- Ability to hear and talk.
- Close vision, distant vision, ability to adjust focus to read documents.
- Frequent variations including sitting, walking, standing, kneeling, reaching, and stooping.
- Frequent and repetitive gripping with hands.
- Ability to lift 15 lbs. or less above shoulder height up to 72" (6 ft).
- Use a pallet jack and/or tilter to move (via push/pull).

**Job Description:**

- Receive and process label requests from production supervisors.
- Monitor quantity and quality of label.
- Print, verify and affix labels to assorted cables using drawings and tools to ensure accuracy standards are met.
- Perform other duties as directed.

**Background Check:**

Selected candidates will be subject to a government background check and must meet eligibility requirements for access to military installations.

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GStek encourages veterans, disabled veterans and disabled individuals to apply for any open position for which they feel they are qualified.

EOE Minority/Female/Veteran/Disabled