**Shop Assistant**

DeLong’s, Inc. is a steel fabricator that produces steel bridges and miscellaneous bridge components for the transportation industry and structural steel for the building industry. Founded in 1944, the company has approximately 190 employees at its locations in Jefferson City and Sedalia, Missouri. We are seeking applicants for a Shop Assistant at our Jefferson City location. This position could be full-time or par-time, depending on the candidate selected. All qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

**Requirements:**

* Strong organizational, verbal, interpersonal, and time-management skills are required.
* Ability to stand and walk for extended periods of time is required.
* Ability to climb, squat, bend, and lift repeatedly is required.

**Duties and Responsibilities:**

* Assist production employees by ensuring work areas stay clean and organized.
* Use brooms and other tools to sweep and clean production areas.
* Empty trashcans and other waste or scrap receptacles.
* Transport trash and scrap items to appropriate disposal or storage areas.
* Keep tools, chains, ladders, and other production items picked up and organized.
* Transport small equipment, parts, or tools between departments.
* Follow all safety rules and policies.
* Provide other assistance to production staff as needed.

DeLong’s, Inc. offers a competitive salary based on education and experience and a competitive benefits package, including health insurance, paid time off, and a profit sharing and pension plan. We will be accepting applications until the position is filled. However, interested candidates are encouraged to apply by December 27, 2019. If you are interested in working for a well-established company, please send your resume, completed application, and salary requirements to:

DeLong’s, Inc.

Attn: Human Resources Department

Human Resources Manager

P.O. Box 479

Jefferson City, MO 65102

or

careers@delongsinc.com

For more information about DeLong’s, Inc., please visit <http://delongsinc.com/>.