



Bachmann Industries, Inc.

1400 East Erie Ave, Philadelphia, Pa 19124. Phone: 215.533.1600 Fax: 215.744.4699

Open Position for Parts Clerk

Company: Bachmann Industries, Inc.

Location: 1400 East Erie Avenue
Philadelphia, Pa 19124
215-533-1600 ext. 210

We are a small company seeking a permanent, full time Parts Clerk. Computer skills are required and knowledge of model trains is a plus.

Job Duties include but are not limited to the following:

- Assist with maintaining the parts section of our website. This includes taking photographs of various parts, editing the images, and uploading to the website.
- Provide excellent customer service. Ability to communicate well (both written and oral) with customers and with coworkers.
- Assist customers with placing parts order via telephone and online
- Assist in organizing parts items for the department (i.e. sorting, labeling, stocking, etc.)
- Assist with picking, packing, and shipping orders on a daily basis

We provide a stable work environment with excellent benefits. Benefits include: fully paid medical, life, accident, and disability insurance for applicant; partially paid dental insurance; 401K Profit Share Plan; and paid vacation time.