

Seeking an Operations Associate to perform any combination of processes in our climate-controlled warehouse and production facility!

Note: This is an on-site, full-time, days only position in a sanitized, climate-controlled warehouse and production facility allowing for proper social distancing, with additional COVID safety protocols.

We're looking for motivated team members who put customers and teamwork first to help us keep pace with the growing industry of archival products. More than a job, this is a career opportunity. The chance to do meaningful work, challenge yourself, learn new skills and be part of a smart, creative, dedicated and fun team.

Essential Duties & Responsibilities:

- Utilize equipment to produce goods
- Interpret work orders providing accurate counts
- Identify units of measure
- Perform dimensional calculations

Experience:

1 or more years working in a manufacturing/production floor environment preferred.

Qualifications:

- High School Diploma or equivalent

Who We Are:

Gaylord Archival is a privately held firm located in Upstate New York and serving customers throughout the US and internationally since 1896. We're a leading supplier of preservation and exhibit products and our customers include renowned museums and cultural institutions. Our business model combines B2B, B2C, multichannel ecommerce, direct marketing/sales, and on-site manufacturing and fulfillment, which creates diverse opportunities for growth and innovation.

We have a modern and flexible work environment with a collaborative, employee-friendly culture. We offer a competitive salary with incentive, along with an excellent benefits package of medical, dental and vision insurance, life insurance, retirement savings (401k & Roth), tuition reimbursement and generous paid time off.

How to Apply:

For consideration, please submit resume to hr@gaylord.com.

EOE MFVH