

**Brodart Co. is currently accepting applications for a  
Tartan Processor**

**Location:** Arch Street, Williamsport  
**Dept:** 0236

**Job Summary:**

Performs various tasks associated with maintaining the company's inventory of used books. Employees learn every task within the work area and rotate from position to position as backlogs and other conditions dictate. Unpack and Check In, Receiving, Stocking, Picking, De-Processing, Packing and Cycle Count.

Some job duties are: removing books from cartons, following specific guidelines to determine if the book is in a condition to be sold as either used, scrap, or damaged. Placing these books on the appropriately flagged truck and forwarding that truck on to be received into inventory.

At the time each book is received, the customer identification number is also scanned in order to credit the customer for that returned book. Books are removed from the receiving station and are stocked, using a hand held RF computer. The location into which books are to be stocked has been pre-determined at the time of receiving, so it is important to place the books in to the correct location. Customer orders are picked using a hand held RF computer. The system will direct the picker to the exact location(s) from which books are to be picked.

Books are cleaned up based on specific information that is found on the customer's picking document. There are various classifications of de-processing. Customer orders are invoiced, packed into an appropriate container that has been labeled with the correct shipping label, sealed and forwarding to the Shipping Department. Customer orders are invoiced, packed, sealed and forwarded to the Shipping Department. Various locations within the Tartan work area are cycle counted to assure accuracy of our used book inventory.

High school diploma or GED required.

Work hours: 7:00am to 5:30pm Monday-Thursday

**Req # 2011-115**

**Date: 12/06/11**

**Brodart Co. is an EEO and ADA employer**