1. Checked subassemblies and parts for unacceptable defects outside of specifications.
2. Prepared and attached labels detailing relevant data on [Type] containers.
3. Maintained recycling collection sites to handle reclaimable waste from [Type] production.
4. Weighed and measured [Type] materials and updated [System] records with collected data.
5. Cleaned work areas of excess supplies, cardboard, and rejected materials throughout each shift.
6. Identified and removed [Type] products not meeting outlined quality standards.
7. Compiled data on daily collections, billings, and receipts to assist with financial recordkeeping.
8. Checked loads to identify contents and unauthorized or highly regulated materials.
9. Conferred with customers to handle issues related to products, materials and services related to [Type] operations.
10. Reported discrepancies and shortages to [Job title]s to help keep line on-track.
11. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
12. Worked with [type] customers to understand needs and provide excellent service.
13. Led projects and analyzed data to identify opportunities for improvement.
14. Served customers in a friendly, efficient manner following outlined steps of service.
15. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
16. Carried out day-day-day duties accurately and efficiently.
17. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
18. Developed team communications and information for meetings.
19. Used Microsoft Word and other software tools to create documents and other communications.
20. Increased customer satisfaction by resolving [product or service] issues.