

The *CISCO* Companies

602 N. Shortridge Road · Indianapolis, IN 46219
www.ciscoseeds.com

Job Title	Warehouse – Mixing Department
Reports To	Seed Production Supervisor
Work Days	Monday to Friday Saturday required during peak seasons
Work Hours	Start times are between 6:00 and 6:30 Most days are between 8 and 9 hours, higher during peak seasons

About CISCO Based in Indianapolis Family Owned since 1965
Distributor of: Grass Seed Garden Supplies Bird Seed Pet Supplies
Focused on Success Loyal Employees Customer Oriented
Growing Company Competitive Pay Great Benefits

Position Overview

We are looking for an energetic individual who is self-motivated and a team player. The mixing department creates batch seed mixes, including turf seed, cover crop seed, forage seed, and bird seed. Candidates must be detail-oriented and able to multitask.

Responsibilities

- Add seed ingredients to mixers
- Bag out mixes into 2,000 pound totes or 50 pound bags
- Use small pack machine to create 5, 10, and 25 pound mixes
- Assist in other warehouse functions, as needed
- Will be trained in picking products and could potentially move into a picking role, if needed
- Assist in inventory control
- Adhere to safety procedures and promote safe work practices
- Maintain attendance and punctuality as required by assigned work schedule
- Maintain a courteous and positive relationship with coworkers
- Proactively assist with general housekeeping and other duties as assigned

Requirements

- Basic language communication skills
- Extended periods of standing, walking, bending, stooping, reaching, and lifting/carrying of 25 to 50 pounds
- Time management
- Excellent judgment and decision making
- Ability to work independently or within a team environment and follow direction
- Reliable transportation

- Forklift and/or cherry picker experience preferred, but not required
- Previous warehouse experience preferred, but not required
- Previous RF gun experience preferred, but not required

Please submit resumes to:
Gil Despain
Director of Warehouse Operations
gildespain@ciscoseeds.com
317-357-7013 ext. 322