



Job Board Posting

Job Title	Warehouseperson	# of Openings	1
Company Name	Houghton Mifflin Hartcourt	Industry/Nature of Business	Educational Publishing
Worksite Address	1900 South Batavia Ave., Geneva, IL	County	<input checked="" type="checkbox"/> Kane <input type="checkbox"/> Kendall <input type="checkbox"/> DeKalb
Job Type	<input checked="" type="checkbox"/> Full-Time, Regular <input type="checkbox"/> Other- <i>Please Specify:</i>	# of Hours Per Week	40
Required Schedule/Shift	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Rotating <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Day/1 st Shift <input type="checkbox"/> Rotating <input type="checkbox"/> Evening/2 nd Shift <input type="checkbox"/> Split <input type="checkbox"/> Night/3 rd Shift	
Benefits	<input type="checkbox"/> Medical <input type="checkbox"/> 401K <input type="checkbox"/> Dental <input type="checkbox"/> Profit Sharing <input type="checkbox"/> Vision <input type="checkbox"/> Pension	<input type="checkbox"/> Vacation <input type="checkbox"/> Holiday Pay	<input type="checkbox"/> Other: <input type="checkbox"/> No Benefits
Job Description/Duties and Responsibilities	Responsible for accurately performing all warehouse activities while maintaining company standards in safety, security, quality, and productivity. Responsible for ensuring that all returns are processed accurately and in a timely fashion.		
Required Education Level	<input type="checkbox"/> No educational requirement <input type="checkbox"/> Associate Degree <input type="checkbox"/> Vocational Certificate or Credential <input checked="" type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Occupational License, including Driver's License Requirement(s) <i>(please explain):</i> <input type="checkbox"/> Some College <input type="checkbox"/> Master's Degree		
Other Job Requirements/Qualifications	Able to lift up to 50 pounds, basic computer skills		
Pre-Employment Requirements	<input checked="" type="checkbox"/> Background Check <input type="checkbox"/> Physical Exam <input type="checkbox"/> Other- <i>Please Specify:</i> <input checked="" type="checkbox"/> Drug Screening <input type="checkbox"/> Tools/Equipment/Uniforms		
How to Apply	To apply for this position and/or view other opportunities that are currently available at Houghton Mifflin Hartcourt, please visit www.hmhco.com complete the application process. 1. Scroll down to the bottom of the page and select "Careers". 2. Enter "Geneva" for location, and then click the Search tab. 3. Select an available position from the list to view details, and then click the job title link. 4. Click the "Apply Now" button and apply for the position.		