



AutonomyWorks

Job Title: Supply Chain Associate

Type: Part-time employment; 4-5 days each week

Hours: 16-28 hours per week; Monday – Friday

Benefits: Paid Time Off

Employer: AutonomyWorks

Location: Various locations in the western suburbs of Chicago

The Company:

At AutonomyWorks, we believe in the unique talents of individuals with autism and others with similar abilities to deliver high-quality, cost-competitive services to companies of all sizes. We aim to match the skills of our employees with the needs of our clients.

The Opportunity:

Supply Chain Associates play a critical role in helping our company grow and succeed by delivering detailed, repetitive production tasks with precision and accuracy. Associates work in a fast-paced environment where accuracy, speed and consistency are important. This role is best suited for individuals who excel at following structured processes, staying focused for extended periods of time, and consistently meeting quality benchmarks.

Key Responsibilities:

- Accurately complete production tasks, including:
 - Pack and unpack finished goods
 - Assemble boxes for packaging and shipment
 - Build and prepare product displays
 - Break down boxes and packaging materials
 - Tape, seal, and label boxes for shipment
- Maintain 100% accuracy and quality in all assigned work
- Complete projects accurately while meeting productivity benchmarks
- Communicate and collaborate professionally with team members and supervisors
- Follow all company policies, procedures and safety guidelines

Qualifications:

- **Productivity and Accuracy Standards:**
 - Complete work at a pace that meets established productivity standards
 - Maintain a high level of accuracy and attention to detail in all tasks
 - Sustain consistent effort and focus throughout the duration of the shift
- **Physical Demands:**
 - Able to lift and carry up to 50 pounds
 - Able to stand, walk, bend, push, and pull for entire scheduled shift
 - Comfortable wearing gloves and using hands to perform repetitive fine-motor tasks (i.e., labeling, sealing, taping)
 - Able to work in a warehouse environment with moderate noise and movement



- **Workplace Skills:**
 - Stay focused on one task for extended periods of time, then transition smoothly to new tasks when directed
 - Adapt to new tasks, routines, and priorities multiples times throughout the day
 - Work independently without frequent reminders, redirection, or 1:1 coaching

- **Communication and Collaboration:**
 - Clearly articulate questions and concerns when appropriate
 - Communicate respectfully and professionally with team members and supervisors
 - Advocate for help or clarification when necessary
 - Manage emotions in a shared work environment without disrupting others
 - Receive and respond to feedback appropriately; and take corrective action when needed
 - Participate in team-based workflows and shared production goals

Prior Experience:

- Relevant experience may include paid employment, volunteer roles, internships or training programs with clearly defined responsibilities and expectations. Candidates must demonstrate recent experience in environments where they were responsible for:
 - Following detailed instructions with accuracy and consistency
 - Maintaining focus on repetitive tasks for extended periods
 - Working independently without frequent reminders or 1:1 coaching
 - Communicating and collaborating appropriately in a team setting
 - Meeting defined benchmarks for both productivity and accuracy

For more information, contact us at supplychaintalent@emailautonomy.com or register for a Job Shadow using this link: [Job Shadow Registration – Supply Chain Associate](#)

AutonomyWorks is an Equal Opportunity Employer that values the strength diversity brings to our workplace.