

Warehouse Clerk

Position Overview

Purpose and Scope

To prepare customer requests, ensure all event requests are fulfilled and delivered on schedule and enter items into inventory.

Essential Job Functions & Responsibilities

- Prepare customer Job/Event requests that come in via email or phone.
- Prepare, Sort and Fulfill work.
- Ensure customer goods are received, accounted for and logged in correctly into inventory.
- Track and manage inventory by completing regular cycle counts.
- Organize and keep a level of cleanliness in the warehouse.
- Assist with the loading and unloading of deliveries.
- Adhere to all safety standards and operating procedures.
- Report any issues or concerns to Supervisor.

Knowledge/Skills/Abilities,

- Ability to communicate verbally and listen effectively with people in all areas of the business.
- Ability to operate a forklift.
- Ability to work cooperatively with diverse groups of people.
- Ability to professionally, and effectively function in a multi-faceted environment.
- Ability to meet deadlines.
- Ability to learn and become proficient in data entry software.
- Knowledge in the transportation & warehouse industry.
- Ability to work without constant supervision.
- Detail oriented.
- Proficient in time management.
- Proficient in organization.
- Ability to multitask and handle multiple instructions.
- Follow direct & instructions.

Experience/Education: 2 or more years' experience in Warehouse (preferred). High School diploma or GED equivalence. Must be PC proficient with Windows, Microsoft Word, and Excel. Forklift Experience is a plus!

Special Requirements: Will require successful completion of criminal background check. Must be 18 years or older.

**PHYSICAL ACTIVITY
REQUIREMENTS:**

To perform the essential functions of the job, incumbents must be able to perform the following:

Stooping, kneeling, crouching, reaching, standing, climbing, crawling, walking, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, repetitive motion, seeing/observing. Heavy Work: Exerting up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Compensation Pay Range \$720.00 - \$760.00
Comprehensive Benefits Package Including:
Medical/Dental/Vision/Life
Generous Paid Time Off
Holiday Pay
Retirement Savings Program

To apply for the warehouse clerk position, please click on the link to fill out an application <https://usmessenger.com/careers/detail/customer-support-specialist/> or contact Charlie Aguirre at caguirre@usmessenger.net