



Shipping and Receiving Clerk

A locally owned fabrication and assembly company driven by quality control and extraordinary innovation is seeking Assembly Technician personnel. If you thrive off a fast paced environment and enjoy working in an enthusiastic team environment and with room to grow. This position is for you.

Responsibilities:

- Perform shipping and receiving duties.
- Support the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our customer base.
- Must report defective materials or questionable conditions to the department supervisor.
- Responsible for keeping an adequate supply of shipping materials on hand at all times.
- Maintain the work area, warehouse and equipment in a clean and orderly condition and follow prescribed safety regulations.
- Light assembly of shipping kits

Qualifications:

- Minimum of a high school education and one year of shipping and receiving experience.
- Required to read and write English, follow verbal instructions and use simple math.
- Forklift experience desired.
- Reliable transportation.

Essential Knowledge, Skills and Abilities:

- Ability to perform but not limited to the following tasks, be familiar with and able to interpret packing slips, enter into the computer the correct information, to acknowledge receipt of the goods into the purchase order and processing database.
- Ability to lift up to 50 lbs.
- Must be familiar with proper packaging methods and able to interpret visual aids used to convey specific packaging requirements.
- Experience with UPS/FEDEX online software is desirable.
- Self-starter with a team attitude and attention to detail.

Hours:

- 8:00 am to 4:30 pm, Monday-Friday (occasional overtime required)

Pay:

- \$13.00 - \$14.00 per hr. based on experience

Benefits:

- Medical, Dental, Vision, 401K Plan, Profit Sharing Program, and Health & Wellness Programs
Educational Benefits, and more

*** APPLICANTS MUST RESPOND WITH RESUME TO BE CONSIDERED**

www.aquahot.com