

Warehouse Clerk

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$23.00 to \$24.00 hourly
Employment status: Contract / Temporary

Description

Large global manufacturing company looking for warehouse assistance. Great team dynamic with constant company growth year over year. Flexible schedule, can be part-time or full-time!

Responsibilities:

- Kitting- putting away parts that have been received in, picking parts from manifest or work order, spacing metro recs or rolling recs
- Once they pick all the parts in this work order, Transfer the parts to the-- warehouse/production. Parts in the right place
- Looking at the part number, work number, inventory number
- 6 different tools/machines that they build
- 1 particular work order, 30 parts in 1 machine, 1 work order may have 100 parts
- 2 kitters working on one work order
- RF Scanners, scanning the bar code into the system

Shipping/Receiving

- Can receive 700 parts in a day
- Puts the bar codes
- Preparing international documents making sure things are compliance receiving and shipping
- They have to ship stuff/packaging
- Receiving might put quality assurance on some parts

Requirements

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- At least HS diploma
- Attention to Detail
- No warehouse experience needed, just trainable and a team-player

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