

***Immediate Job Opening***

**Job Title**: Warehouse Clerk

**General Description**: The primary responsibilities of this position are to provide dependable assistance in the warehouse operations and safety procedures, particularly in the areas of product receipt and distribution.

**Job Duties**: Fill agency orders, coordinate loading of agency vehicles, handle inventory receipts and picking lists, rotation of product, maintain warehouse in a neat orderly state, assist with receiving and distribution of inventory.

**Qualifications**:

* High school diploma or equivalent.
* Forklift/pallet jack experience
* Ability to lift up to 80 lbs.
* Ability to read, write and understand English
* Understand basic math calculations
* Ability to work in extreme temperatures
* Ability to work a flexible schedule to include Saturdays

**Rate of Pay**: $9/hour - Commensurate with Experience

**Job Closing Date**: January 18, 2018

Please complete an application and submit to Martha Cabrera, HR Generalist at 826 Krill Street, Corpus Christi, TX 78408.