



# *Immediate Job Opening*

**Job Title:** Warehouse Clerk- Full time

**General Description:** We are seeking a reliable and experienced warehouse worker to join our team. The ideal candidate will have previous experience in a warehouse environment, be capable of lifting heavy objects up to 80 pounds, possess current forklift operation skills, proficiency in order pulling, and familiarity with RF scanner usage.

**Job Duties:** Safely and efficiently operate a forklift to move materials and products within the warehouse.

- Lift heavy objects weighing up to 80 pounds and perform physical tasks as required.
- Accurately pick and pack a pallet according to customer's orders.
- Utilize RF scanners to track inventory movement and ensure accurate stock levels.
- Maintains the warehouse in a neat and orderly state, adhering to safety protocols and procedures.
- Collaborate with team members to fulfill orders and meet deadlines.
- Must rotate product by following the first in/first out inventory control method.
- Reports any spoilage or disposal of inventory to immediate supervisor.
- Assist with receiving and distributing inventory.
- Assists with keeping accurate log entries for all donations and shipments.
- Provides guidance to warehouse volunteers when needed.
- Conducts periodic physical inventories as directed.
- May be utilized during idle time to assist drivers by unloading and assessing the condition of donations they pick up, placing acceptable products in proper storage and immediately discarding all unacceptable products.
- Performs additional duties as assigned.

## **Qualifications:**

- High school diploma or equivalent
- Minimum of 1 year current warehouse experience
- Valid forklift operator certification.
- Minimum of 1 year current pallet jack experience
- Ability to lift up to 80 lbs.
- Ability to read, write and understand English
- Strong attention to detail and accuracy
- Understand basic math calculations
- Ability to work in extreme temperatures
- Ability to work a flexible schedule to include Saturdays

**Rate of Pay:** \$14.50/hour

**Job Closing Date:** April 10, 2025

Please complete an application and submit to Martha Cabrera, HR Manager at 5442 Bear Lane, Corpus Christi, TX 78405.