

# NOW HIRING!

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Hiring Seasonal Warehouse Specialist to start This week!

Hours: Monday - Friday, 8am - 5pm

**Job Type:** Full-time, Seasonal - option to move into long term

Salary: \$15-\$16 /hour - DOE

***Background checks & drug screens will be completed before hired.***

Text copy of resume to 916-952-7221 or email to [nichole@elitehrl.com](mailto:nichole@elitehrl.com)

Apply online at <https://www.elitehrl.com/job-seekers/>

## **Duties and Responsibilities**

Fulfilling orders, packaging items for shipment and arranging delivery pickups are standard duties of the Warehouse Specialist. You will also be responsible for the loading and unloading of materials and products received, as well as verifying the quantity of items received against invoices.

Must keep detailed shipping and receiving logs to account for all materials that enter and leave the warehouse.

## **Organize Storage Areas**

Warehouse Specialist will physically restock shelves and be responsible for organizing how and where materials are stored. Creating an efficient system and keeping a clean warehouse are very important.

Monitor Inventory

You will be responsible for monitoring inventory levels in the warehouse. When supplies become low or run out they will either process orders themselves or alert the inventory specialist in their company about their needs.

## **Warehouse Specialist Skills**

Must have an eye for detail and an ability to problem solve. Must be a good communicator and multitasker in order to successfully manage day-to-day operations at our busy warehouse. In addition to these traits, applicants need the following skills:

### **Core skills**

Inventory experience.

Computer experience.

Forklift experience

Knowing inventory control systems

Managing multiple projects simultaneously

Meeting physical requirements, such as lifting, bending and standing for long period

Knowing Microsoft Office programs, such as Word and Excel

Ability to operate a variety of tools

Knowledge of OSHA safety guidelines and practices

## **CONTACT US TODAY!**

*Our company promotes a drug free & safe work environment. Employment offers are contingent on successful completion of drug screen and background check.*