

## Job Requirements

Job title: Clerk, Warehouse  
Wage Category: CW I, II, III  
Department: Shipping  
Reporting to: Supervisor, Shipping

- Good with numbers
- Good eye sight
- Capable of lifting boxes up to 70lbs.
- Able to work independently and in a group
- Able to follow written/verbal instructions
  
- Experience with UPS, FedEx, DHL, USPS, etc. preferred
- Experience with building management preferred
- MS Word/Excel/Outlook skills preferred
- Reliable, organized, responsible, detail-oriented
- Min 2 year college preferred
- HS Diploma required (full-time)
  
- Position: full-time/part-time, non-exempt
- Office hours: 8:30am – 5:15pm