

**Stock Room Clerk:**

- Experience in shipping/receiving, using a UPS/FedEx database & inventory control
- Coordinate daily with the Materials Manager to understand, plan, and execute the day's schedule
- Train new personnel on warehouse positions and job requirements, monitor & coach
- Troubleshoot warehouse issues and resolving effectively & efficiently
- Basic computer knowledge
- Self-starter/energetic
- Ability to multi-task
- Meet 6am – 2:30pm work day