

Los Angeles Trade-Technical College
Career Center | E5-413

(Visit the Career Center to apply for posted positions)

Warehouse/Shipping/Receiving

Full Time

Job Title:	Inventory Clerk (posted 9/5)	Job Number: 4457
Hours/Days:	Shift Varies	Salary: \$DOE
Approximate Location:	Inglewood	
Requirements:	<p>Skills Requirements: Ability to read, write and verbally communicate effectively in English. At least one year experience in Warehouse/Inventory, preferably in an electronic manufacturing facility. Ability to walk, sit or stand throughout an 8 to 10 hour day, frequently lift and/or move up to 25 pounds, and occasionally lift up to 50 pounds using proper lifting technique. Forklift operating experience (Forklift Certification a plus). Epicor / Vantage experience preferred. Ability to accurately find, count, bag, label and deliver small parts, often under deadline pressure. Ability to operate computers and software programs, including specific knowledge of Microsoft Word and Excel.</p> <p>Job Description: Receive incoming items, log into company ERP system, and label / stock inventory in the proper location. Read work orders, shipping order, or follow verbal instructions. Fill kits, check part numbers, clean and pack inventory items. Inspect inventory for defects, scratches or other damage. Notify Manager of problems. Track all inventory in appropriate system. Organize and clean warehouse space and company equipment as needed. Adhere to policies and procedures to ensure efficient, effective, and safe stockroom and warehouse operations. Recommend process and procedure changes to Stockroom Supervisor to reduce costs and increase productivity. Maintain working knowledge of ERP data system and perform various tasks within the system. Assist in warehouse inventories and reconciliation. Assist in day-to-day inventory discrepancies as well as monthly and year-end inventories.</p>	

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Full Time

Job Title:	Warehouse Asst/Assy/S & R (posted 9/5)	Job Number: 4454
Hours/Days:	Monday-Friday	Salary: \$28k/ yr
Approximate Location:	San Dimas	
Requirements:	<p>Skills Requirements: Ability to read, write and verbally communicate effectively in English. At least one year experience in Warehouse/Inventory, preferably in an electronic manufacturing facility. Ability to walk, sit or stand throughout an 8 to 10 hour day, frequently lift and/or move up to 25 pounds, and occasionally lift up to 50 pounds using proper lifting technique. Forklift operating experience (Forklift Certification a plus). Epicor / Vantage experience preferred. Ability to accurately find, count, bag, label and deliver small parts, often under deadline pressure. Ability to operate computers and software programs, including specific knowledge of Microsoft Word and Excel.</p> <p>Job Description: Receive incoming items, log into company ERP system, and label / stock inventory in the proper location. Read work orders, shipping order, or follow verbal instructions. Fill kits, check part numbers, clean and pack inventory items. Inspect inventory for defects, scratches or other damage. Notify Manager of problems. Track all inventory in appropriate system. Organize and clean warehouse space and company equipment as needed. Adhere to policies and procedures to ensure efficient, effective, and safe stockroom and warehouse operations. Recommend process and procedure changes to Stockroom Supervisor to reduce costs and increase productivity. Maintain working knowledge of ERP data system and perform various tasks within the system. Assist in warehouse inventories and reconciliation. Assist in day-to-day inventory discrepancies as well as monthly and year-end inventories.</p>	

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Warehouse/Shipping/Receiving

Full Time

Job Title:	Shipping and Receiving Coordinator	Job Number: 4546
Hours/Days:	Monday-Friday	Salary: \$18/hr
Approximate Location:	Santa Fe Springs, CA	
Requirements:	<p>Skills Requirements: High school diploma or equivalent. The ability to obtain a Fork Truck License, Basic Hazardous Material Transportation Training, and HazMat Response. 1-3 years related experience.</p> <p>Job Description: The primary responsibility of this position is planning and coordination of receiving customer material and preparing outbound shipments, in conjunction with the Production Manager, in order to meet the needs of the customer and the shipping/receiving department. Lend every assistance to assure the success of our sales network, by maintaining open and accurate communications with Material Control and Shift Lead Person. Identify all material received (assign RT number) and ensure proper MSDS is on file. Ability to recognize / respond to breached containers (spills). Record shipment data as specified in the Quality System. Maintain lot integrity as requested by customer. Prepare outbound shipments as specified in the Quality System. Complete the weekly calibration check record for all scales. Assist in year-end physical inventory and in trouble shooting inventory problems. Maintain a clean, orderly, and professional work area and use equipment and materials properly. Follow all company policies and procedures. Ability to arrive at work on time and complete assigned shift.</p>	

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Warehouse/Shipping/Receiving

Part Time

Job Title:	Warehouse Assistant (posted 9/17)	Job Number: 4569
Hours/Days:	Monday-Saturday	Salary: \$14/hr.
Approximate Location:	El Sereno, Los Angeles	
Requirements:	<p>Skills Requirements: High School Diploma required, Current college student or Associates or Bachelors Degree is a plus. Diligent worker, entrepreneur spirit and business minded. Experience in retail and/or customer service is a plus. Willing to work within urgent and demanding deadlines. Ability to prioritize and make decisions in a timely manner. Strong communication skills. Proficient in Microsoft Office applications, especially Excel spreadsheet development.</p> <p>Job Description: Assist CEO and Warehouse Manager. Assist with shipping and fulfilling: Learn the Shopify platform and shipping system to process orders, generate packing slips, create shipping labels, pick and packaging items correctly. Customer service: Provide clear, caring, and consistent support through our customer service email. Administrative duties: Special projects, pick up/drop off items around L.A. area, warehouse maintenance and other requested tasks.</p>	

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Warehouse/Shipping/Receiving

Part Time

Job Title:	E-Commerce Fulfillment Clerk (posted 9/17)	Job Number: 4566
Hours/Days:	Shift Varies	Salary: \$DOE
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: A minimum education level of: High School Diploma or its equivalency; Years of related work experience: 1-2 years; Strong organization, communication and problem-solving skills; Attention to detail and a positive attitude; Ability to work in a fast paced and changing environment; Must be available to work a varied schedule including nights, weekends and occasional holidays, if needed; Able to lift and move up to 50 lbs. Must be 18 years or older; Work requires pulling items from shelves of various heights, frequently and for extended periods of time. Preferred Qualifications (if applicable): Fulfillment, warehouse, or retail experience; Experience operating a point of sale system or inventory software.</p> <p>Job Description: As an E-Commerce Fulfillment Clerk you will be responsible for providing support in our fulfillment Warehouse to include picking, packing, and shipping merchandise. We are looking for energetic, detail orientated and enthusiastic individuals to help support our E-Commerce team. Essential Duties: Pull inventory for orders quickly, efficiently and accurately to meet order turnaround standards; Assist with inventory cycle counts, warehouse organization and inventory including, but not limited to: verifying merchandise counts, tracking stock levels, organizing, ringing out and using an inventory software program; Learn point-of-sale system and ring out orders as they are submitted; Package orders and organize by shipping method for daily pick up; Work closely with and assist eCommerce and marketing team to exceed customer expectations and meet department goals. Press jerseys as needed for custom jersey orders; Maintain a highly organized, clean, safe warehouse. Log and report any damaged or defective products that have been returned; Process returns, exchanges and special orders as needed.</p>	

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Warehouse/Shipping/Receiving

Part Time

Job Title:	Warehouse Associate (posted 9/17)	Job Number: 4564
Hours/Days:	Shift Varies	Salary: \$DOE
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: A minimum education level of: High School Diploma or its equivalency. Area of Study: A minimum of 1-2 years of related work experience (any combination of training and experience in retail, inventory management or distribution). Must be 18 years or older. Communicate effectively, both verbally and in writing. Demonstrated ability to work in a fast-paced, high-volume environment. Able to work a varied work schedule, including nights, weekends, and holidays. Able to lift and move up to 50 lbs. Able to move, stretch and reach comfortably and stand or walk for at least 6-8 hrs.</p> <p>Job Description: Candidates should be knowledgeable of shipping and receiving processes, filling orders, have the ability to multi-task & problem solve, be detail oriented, and motivated. Essential Duties: Receives and organizes product deliveries from various carriers and vendors; Labels and processes shipments, while maintaining adequate inventory levels in preparation for product requests; Processes orders to store and kiosk locations as well as for online retail; Works with loading dock and operations staff to maximize shipment efficiencies; Assist in pulling orders, cycle counts and performing inventories when scheduled and as needed.</p>	

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Warehouse/Shipping/Receiving

Part Time

Job Title:	Warehouse Associate (posted 9/10)	Job Number: 4489
Hours/Days:	Monday-Friday (11a or 12p to 4p)	Salary: \$DOE
Approximate Location:	Glendale	
Requirements:	<p>Skills Requirements: Motivated, Quick learners, Organized, Attention to detail, and Initiative.</p> <p>Job Description: We are a business to business company. While this is an entry-level position, we are looking for individuals that are motivated and quick learners. This is a position with potential for growth in skills, responsibilities and management. Can lead to long term positions within the company. Initial Job Duties: Assist with inventory and general oversight of warehouse activities. Verify shipments received and assist with unloading as necessary. Carefully and professionally pack goods for shipment and prepare shipping information. Maintain a safe and clean working environment. Hours are currently 11am or 12pm to 4pm.</p>	