

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

(Visit the Career Center or email sec@lattc.edu to apply for posted positions)

Warehouse/Shipping/Receiving

Full Time

Job Title:	Warehouse & Shipping Associate (posted 7/21)	Job Number: 5207
Hours/Days:	Monday-Friday	Salary: \$16-18hr.
Approximate Location:	Los Angeles	
	Skills Requirements: High school or equivalent (Preferred). Strong work ethic and mature self-management skills; Extreme attention to detail; Comfortable interacting with various team members and special requests; Strong communication skills; Desire to grow within the department; Excellent verbal, written, and interpersonal communication skills; Ability to quickly learn and master all relevant systems - Ship Station, Sync, Whiplash, Shopify; Ability to lift 50lbs (boxes, fabrics, etc.). Execute picking, packing, and shipping of all orders from HQ Warehouse; Pack & ship all B2B sales orders which have been moved to Production Ready status; Physically pick the applicable items for packing/shipping B2B sales orders; Ensuring that shipments are consistently sent in a timely manner; Have quick, responsive, mature communication with the Sales team regarding issues that may arise with B2B sales order fulfillment; Understanding on how to problem solve any fulfillment issues with B2B sales orders; End of Day invoicing of current day's shipments; Monitoring shipping spending on a weekly basis; Support all other Warehouse activities; Quickly obtain deep knowledge of all products in finished goods inventory, and over time learn all raw materials; Support the receiving and inventorying (both physical and digital) of all items delivered to the warehouse; Assist Warehouse Manager with regular efforts (such as cycle counts) and any one-time projects that may arise in the HQ warehouse space; Maintain the organization of all inventory items.	

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Job Title:	Department Leader, Operations (posted 7/21)	Job Number: 5195
Hours/Days:	Monday-Friday	Salary: \$70-90k/ year
Approximate Location:	Valencia	
	<p>Skills Requirements: In order to take on these challenges, you'll need to have: 2-5 years of experience working in a CPG and GMP environment. Supervisory experience preferred. Quality and Safety mindset. Ability to learn/teach computer and application skills. In-depth understanding of root cause analysis, 5Y's, and improvement of systems to sustain changes. 4-year college degree preferred. Critical contributions this role is counted on to deliver are: Verifies all packaging lines are functioning properly and all safety precautions are taken to ensure an efficient and safe working environment. Actively promotes and initiates activities in support of a "Safety Culture." Communicates department goals and objectives ensuring employee understanding. Schedules production lines and directs workload of subordinates to meet customer service requirements. Be a change agent by effectively leading your team in implementing and sustaining change. When necessary, coach associates to overcome resistance to change. Develop leadership at all levels to become self-directed work teams and advance team ownership of packaging lines, results, and improvements. The ideal candidate is self-driven, organized, and a motivated leader. You are passionate about understanding and improving daily operations.</p> <p>Job Description: You'll be most successful in this role if you have: Knowledge of cGMPs and basic safety practices in an industrial environment. Familiarity with production goals and setting performance expectations. Ability to listen to and engage associates to improve processes and overall performance. Good organizational, analytical, oral and written communication skills. Ability to create plans to understand and address production losses working with the operational team to sustain improvements.</p>	

Job Title:	Entry Level Helper/Delivery/Installer (posted 07/21)	Job Number: 5190
Hours/Days:	Monday-Friday	Salary: \$12-15/hr.
Approximate Location:	Long Beach	
	<p>Skills Requirements: Use of Hand Tools; Good Driving Skills; Shipping and Receiving; Forklift; Floor jacks; Dollies; Communication skills; Good attitude and willingness to do what ever it takes.</p> <p>Job Description: Entry level position to help in our warehouse assembling new equipment and prepare for delivery. Assist with loading and loading container and UPS trucks. General warehouse help with the upward mobility opportunities to learn to be a service technician and installer. Deliver new and repaired equipment to our customers and assist in installations. Possibility of travel to Arizona and Nevada on occasion. We train you, you just need to be eager and willing to learn.</p>	

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Job Title:	Retort Basket Loader (posted 07/07)	Job Number: 5168
Hours/Days:	Monday-Friday	Salary: \$Negotiation w/ Union Contract
Approximate Location:	Wilmington	
	Skills Requirements: Basic verbal and written skills in English are required; Heavy lifting. Job Description: To perform various non-skilled production line and processing room duties as assigned to ensure that daily production requirements are met. Load baskets for the retort. Stage baskets in order for the retort; Load filled baskets into retort and maintain a continuous flow of production; Ensure that staged product is processed within 2 hours; Work in conjunction with Robot operator; Operate forklift in a safe manner at all times; Notify supervisor of any equipment failures or malfunctions; Perform other assignments as instructed by supervisor.	