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## Job Description

Position: **Shipping Clerk (Irvine)**

Status: Full Time, Hourly, Non-Exempt

Reports to: Operations Supervisor

### Work environment

This job operates primarily in a non-air-conditioned electronics assembly and manufacturing work environment. Duties involve working with the shipping/receiving team for moving heavy equipment and ensuring the quality of the equipment is retained throughout the packing and unpacking process.

This job requires work primarily in an office environment. Strong command of both written and oral English communications is required.

### Duties and Assignments

#### Essential functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Pack and Unpack product in a careful, high-quality manner.
- Move product using pallet jack, carts and lifting aids.
- Employ effective interpersonal communication skills with other employees and third-party delivery drivers.
- Organize packing and shipping materials.
- Safely use tools such as a power screw gun, box cutter, hammer, etc.

#### Other Duties:

This job description is not designed to be a comprehensive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### Position Type and Expected Hours of Work:

- This is an Hourly, Non-Exempt position.
- It is a Full-Time, 40-hours-per-week position, consisting of a current work schedule of Monday through Friday, 7:30am to 4:00pm Pacific.

### Skills/Qualifications

- Must possess an aptitude for attention-to-detail
- Must have multi-tasking capability
- Must be able to communicate effectively with others

## Education/Experience

- This position requires some related job experience.

## Physical Demands

### **Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and push/pull carts with product. Lifting is required with single person lifting requirements limited to less than 35 pounds, in excess of that to be lifted using multi-person lift or lifting devices.

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