



121-123 Capista Drive
Shorewood, IL 60404

Full-Time Warehouse Help Needed

Shipping/Receiving/Inventory Control

Starting pay: \$16.50/hr Monday-Friday 8-hour shift

Basic Job Requirements:

- Lift (reach) truck operating experience
- Pull and prepare orders for shipment using 'pick lists'
- Position requires lifting weights that could exceed 50 pounds, standing for extended periods of time, kneeling and sometimes being in awkward physical positions
- Be able to immediately (upon arrival) prepare Fed EX, UPS and DHL shipments. Air bills and ground transportation bill of lading and shipping / packaging related documentation for both domestic and international shipping
- Proper and quality packaging skills (box making, skid and pallet loading and banding, etc.)
- Receive, verify, stage and stock all incoming material
- Organize and maintain warehouse and shipping / receiving area in a clean and orderly fashion
- Panatrack bar coding experience – helpful but not required
- Maintain accurate physical inventory accuracy
- Perform other duties as assigned

Qualifications:

- Strong English language communication skills (however bilingual Spanish would be a plus)
- Ability to communicate effectively and professionally both orally and in writing
- Ability to perform basic mathematic computations
- Applicant must have medium level computer skills, including working within MS Word, MS Outlook (e mail), experience with Microsoft GP Dynamics is helpful but not required
- Applicant must possess working knowledge of safety regulations and procedures / practices
- Applicant must possess a material handling equipment certification
- Applicant must have the ability to quickly learn tasks and product information
- Applicant must have own transportation to and from work place
- Applicant must be dependable and arrive on time to work place on a daily and on a consistent basis
- Applicant must be friendly, courteous and have the ability to work in a team environment, yet be able to accomplish individual tasks without constant supervision

Education and or Experience:

- Related experience and or training / equivalent education is suggested
- Minimum High School Diploma or GED is required

Please email resumes to: judi.neff@usa.ist-uv.com or call 779-234-9803 for more details