

Shipping Clerk – La Palma, CA.

Work in the exciting Power Sports arena as a **Shipping Clerk** at **Progressive Suspension**. We are seeking an enthusiastic individual to support the Shipping department. You will work closely with the shipping coordinator to execute the Company's shipping plan that support the Company's shipping goals. You'll work on a variety of tasks in a continuous, fast paced environment.

Skills and Requirements

- Put away finished goods into location.
- Maintain inventory integrity (bin transfers) thru scan gun system.
- Pull component inventory from the shelves and prepare for shipment.
- Loading shipments.
- Assist shipping coordinator in processing orders thru ERP system.

Qualifications:

- Motivated, "Hands on", pro-active, person capable of working in a **team** atmosphere.
 - Minimum 1-2 years experience as a shipping clerk or material handler in a fast paced shipping environment.
 - Must be able to drive a Fork Lift / Hyster. OSHA certified is a plus.
 - Proficient computer skills; be able to navigate thru Syspro ERP System and UPS World Ship (or equivalent) is a plus.
 - Good communication skills. Must be able to work in a **team** environment.
 - Physical fitness is essential. Must be able to lift up to 50 lbs.
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- ❖ **PHYSICAL DEMANDS/ WORK ENVIRONMENT:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - ❖ Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or Lifting as required filing documents or store materials throughout the workday. Proper lifting techniques required. May include lifting up to 25 pounds for files, computer printouts on occasion.
 - ❖ The performance of this position may occasionally require exposure to the manufacturing areas where the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection is required. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Please send cover letter and resume to hr@progressivesuspension.com. NO PHONE CALLS PLEASE!

Salary: Depending on Experience

Benefits available after 90 days.

