



Warehouse & shipping clerk
Monday to Friday 8:00 am to 5:00 pm
Permanent & full time

14\$/h to 16\$/h based on experience

Responsibilities:

- Prepare shipment by choosing container, effectively packaging goods in container. Affix shipping labels on packed cartons identifying shipment information. Post weights and shipping charges and affixes to container
- Review shipments prior to shipping to ensure accuracy, completeness and condition of shipment
- Unload trucks, various deliveries of material
- Unpack and inspect incoming shipments, rejects damaged items, records shortages and corresponds with Purchasing Team to rectify damages/shortages with vendor. Route items to department or to inventory location
- Compare identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders or other records
- Do monthly cycle count for predetermine specifics products
- Ensure a clean environment
- Assist warehouse clerks in various tasks
- Help in the mechanic department
- All other related tasks

Skills:

- Driver license
- Forklift card
- Mechanical background (asset)
- Good visual and digital memory
- Abilities on computer
- Abilities to plan and prioritize work activities
- Abilities to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Physical work

Why work for Hydrolico:

Established for over 25 years; Group insurance after probation; Remuneration paid bi-weekly; Weekday schedule.

Apply to rh@hydrolico.com

3030 Sangra Ave SW, suite 101, Grandville (MI), 49418