



Title: Warehouse Support Clerk

Purpose: The Warehouse Support Clerk works with the Warehouse & Logistics Teams to ensure that order fulfillment runs smoothly and inventory levels remain satisfactory.

Responsibilities:

- Track Order Fulfillment for Shipping Readiness
 - Manage “Real-Time” Order Fulfillment Google Spreadsheet
 - Record Shipment Data: # of pallets, weight, hazmat items, etc
 - Mark Shipments Ready to Ship
 - Work with Logistic Team Verifying Information
- Order Fulfillment
 - Pull Product for Orders
 - Package Fed Ex/UPS Orders
 - Verify Pulled Orders for Accuracy
- Set Up UPS and FedEx Shipments
 - Use Starship, UPS World Ship & FedEx Account Manager for Entry of Shipment Details, Print Labels
 - Set Up International Parcel Shipments via UPS
 - Set Up HazMat Parcel Shipments through FedEx Portal
- Report Product Shipments from Vendors to Purchasing
 - Submit Receiving Paperwork to Purchasing
 - Report Issues to Purchasing
- Report Inventory Updates to Purchasing
 - Visually Check Product Inventory Levels
 - Report Product Needs to Purchasing As Needed

Required Qualifications:

- Minimum of 1 year previous warehouse and/or clerical experience
- Google Spreadsheet or Microsoft Excel Experience
- Bi-Lingual: English & Spanish
- Strong Attention to Detail
- Quick Learner
- Strong Communication Skills
- Ability to Multi-Task

- Problem Solving Skills
- Team Player
- Regularly Lift 40-50 pounds
- Work on Feet Entire Shift

Preferred Qualifications:

- Forklift Experience

Working Conditions:

- Full Time
- 7:00 am – 3:30 pm, Monday – Friday
- 30 Minute Lunch, 1 – 15 minute break
- In-warehouse position (no remote opportunities)
- Position will start in St. Charles and will move to our new facility in Aurora December '23/January '24 (624 West Illinois, Aurora, IL 60506)
- Warehouse Environment
- Works Closely with Warehouse Team

Benefits:

- Health Insurance (70-80% Employer Partially Funded Depending on plan selected) - Available first of the month that follows 60 days of employment
- Optional Additional Insurance (Employee Funded) – Dental, Short & Long Term Disability, Life etc
- 401 (k)
- Holiday & Paid Time Off

Please send resume and indicate position of interest to info@sek.us.com.