



### Opening: *Shipping & Receiving Clerk, Environmental Protection Agency*

**Location:** San Francisco, CA

**Hours:** Monday-Friday

**Pay Rate:** TBD

**Benefits:** Medical, Dental and Vision; Life Insurance; 401K; Direct Deposit

**Minimum Requirements:** Possesses a minimum of a high school diploma or equivalent and at least 2-5 years' experience in a warehouse or distribution center environment where part numbers and serial numbers are utilized; ability to operate a fork lift required; ability to function successfully in a deadline oriented environment; strong time management and organizational skills; ability to lift and carry 50 (fifty) pounds; and basic computer skills to include knowledge of Microsoft Word, Excel, and Outlook. **Must be forklift certified at the time of hire.**

**Essential Responsibilities:** The primary purpose of this position is to ensure proper procedures are completed with regard to the shipping/receiving of items. The Shipping & Receiving Clerk will be responsible the following duties:

1. Verify material to be received or shipped against quantities appearing on the packing list or shipping order.
2. Identify and communicate order discrepancies including unusual conditions to supervisor.
3. Record data input (for example, unplanned issues including receipts and returns, etc.) using appropriate tools incidental to receiving and shipping material and inventory management ensuring accounting and inventory accuracy.
4. Package outgoing items to prevent damage, pack and unpack material received in accordance with the latest industry standards and most recent military specifications.
5. Weigh items to determine shipping or express costs, affixing shipping labels and enclosing appropriate shipping documentation.
6. Operate forklift or transporter to receive, deliver and pick up parts and assemblies.
7. Deliver and issue items to manufacturing stations and office areas.
8. Exercise proper material handling precautions in accordance with rules and regulations.

**To apply:** Please submit an updated resume to [info@hpcemployment.com](mailto:info@hpcemployment.com).