



The Power of Possibility

Immediate Openings

Full-Time Positions – Document Warehouse Operations in Santa Ana!

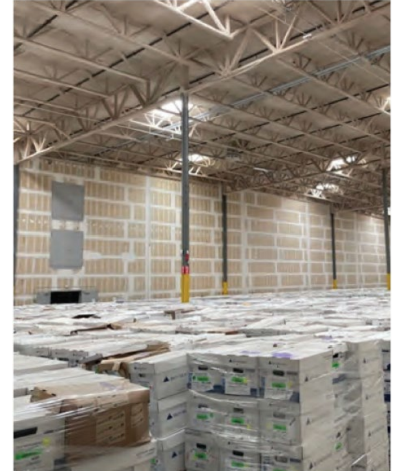
The SPS team has immediate openings in our Santa Ana, Document Warehouse Operations!

We have great opportunities for those seeking a new challenge, a variety of shifts and a straightforward job that has potential for career longevity! Be part of the growth at SPS!

Full-Time Jobs Available Now

- **Document Warehouse Clerk***- Responsible for high volume file preparation, document scanning, and file reassembly of mortgage documents. This is a multi-functional document production role working in a warehouse environment.
 - **Morning and Evening Shifts Available**

APPLY NOW!



***Job Address:** 1761 E. Saint Andrews Pl. Santa Ana, CA 92705

Basic Job Requirements

- High School Diploma/G.E.D.
- At least 6 months to 1 year of any “hands-on” customer service, detailed administrative work, warehousing or manufacturing work experience
- Must be able to lift/push/pull objects; climb ladders; stand/sit/walk for a majority of your shift; possess the ability to multi-task and perform detailed work; learn and train on the job; work in a warehouse environment
- Must be able to work well on your own, but also with others in team situations
- Basic computer skills
- Good communication skills



What We Offer

- A competitive hourly wage + a comprehensive benefits package including paid time off, paid holidays, medical, dental, legal and life insurance, transit program, FSA, gym membership discounts as well additional supplemental benefits and eligibility to enroll in a 401K with a competitive company match
- A centrally located facility in Santa Ana, CA
- Training and career development programs since we pride ourselves in promoting from within
- A welcoming and team driven environment
- Supportive leaders who solicit feedback and implement best practices



***Inquire with a member of our team for job details & interview.**

- Wendy Hershman - Wendy.hershman@spsglobal.com
- Daniel Camacho - Daniel.camacho@spsglobal.com
- Nate Aviles - Nathaniel.aviles@spsglobal.com



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