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## Position: Warehouse Clerk

The Position is for a Warehouse Clerk. This is a 6-month contact position, located in Depew, NY. The schedule is fulltime; 5 days a week at first shift. The company's expectations are as followed;

- Pull orders for shipment, and place the material in the staging area; return the tickets to the supervisor, and separate material to shipping points.
- Load outgoing shipment onto trucks.
- Receive all incoming materials. Unload incoming shipments from trucks, verify and complete the delivery receipt. Note damaged or shortage on delivery receipt and have driver initial paperwork. Complete all receiving paperwork.
- Stock and stage received materials.
- Keep the receiving and shipping areas organized. Organize pallets and stack in a safe manner.
- Communicate warehouse concerns to supervisor.
- Correct any file maintenance issues as they occur.
- Comply with company uniform policy.
- Always represent the company in a professional manner.
- Ensure quality customer service.
- Abide by all policies, rules, and regulations of the company including all applicable safety rules, regulations and procedures.
- Support corporate programs, goals, and initiatives of the company.
- Work overtime as needed.
- Drug and background screening before employment offer.

In addition to the essential job functions described above, all associates will perform duties as requested by management. Assigned responsibilities and duties may vary based upon department growth and evolving operations.

Any interested candidates can contact Krista Pacillo directly. She can be reached by phone or email. Phone: [609-883-6884 ext. 258](tel:609-883-6884) Send resumes to: [kpacillo@endurixstaff.com](mailto:kpacillo@endurixstaff.com)

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