



Dear clients, COVID-19 has resulted in immediate hiring needs for many South Bay Employers. Weld On is now hiring in the South Bay.

Shipping & Receiving Full-Time Position

- Data entry, batch numbers, inbound, outbound filling for easy access.
- Audit inbound and outbound shipments
- Keep and verify records on incoming and outgoing shipments
- Conveys materials and items from receiving or production areas to storage, from storage or production areas to shipping areas, shrink-wrap machine or to other designated areas
- Fills requisitions or assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to UPS/FedEx packing station or shipping dock
- Prepares parcels for mailing/private parcel delivery company (UPS, FedEx, etc.) shipping
- Will need to know how to ship dangerous goods by mode (Air, Ground (Truck or Rail), or Sea. (training will be provided)
- Other Duties as assigned

QUALIFICATIONS AND EXPERIENCE:

- 2 years warehouse and shipping experience.
- Experience with EI System
- Computer skills with proficiency in Microsoft Office (Outlook, Word, Excel) and ability to manage files and records effectively
- Good interpersonal and good communication skills, which include the ability to teach and explain methodologies.
- Must be able to calculate export cargo volumes. (linear feet, cubic inch and or feet etc.)

Please email resumes to: progers@sbwib.org / if you have any questions call Patrice Rogers at 310.538.7064

IT IS OUR GOAL TO PROVIDE ESSENTIAL WORKFORCE SERVICES TO SUPPORT THE PUBLIC DURING THIS DIFFICULT TIME. THE SBWIB HAS TAKEN A NUMBER OF STEPS TO ENSURE THE PUBLIC HAS ACCESS TO THE RESOURCES THEY NEED.



THIS WIOA TITLE 1 FINANCIALLY ASSISTED PROGRAM OR ACTIVITY IS AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES BY CALLING IN ADVANCE TO CRS 800-735-2922 OR 310-680-3700