

Shipping/Receiving Clerk

Mission Electric Company, one of Northern California's most respected electrical contractors, has an immediate opening for a Shipping/Receiving Clerk. The working environment is a well-organized, clean warehouse and yard. You will be working with a supportive team and will be provided the training required to allow you to put your best foot forward.

Responsibilities:

- Develop and maintain a working knowledge of electrical parts, material, and equipment.
- Shipping and receiving duties; attention to detail.
- Maintain a functional warehouse.
- Fill field orders as required.
- Restock bins and shelves.
- Perform driving duties as needed; maintain a safe driving record.
- Assist in yard and shop duties as needed.
- Fill orders as required.
- Restock bins & shelves.

Duties:

- Examine incoming shipments, verify product per packing slip and note any damages, shortages or discrepancies and notify the Purchasing Agent.
- Route items to appropriate warehouse location.
- Pull, consolidate, and prepare items for shipment to the field. Clearly mark all shipping containers to ensure delivery to the correct job site.
- Employ all safety precautions when operating forklift to move, convey, or hoist shipments.
- Assist in yard and shop duties. i.e.: painting, carpentry, and yard organization.
- Maintain warehouse in a clean and orderly fashion.
- Maintain sufficient inventory of material in warehouse.
- Occasionally assist with pick up and deliveries as needed.
- Employ courteous and lawful driving techniques at all times.

Physical Requirements:

- This is a physical job. Must be physically able to perform all duties of a warehouse worker.
- Must be able to perform frequent lifting, pulling, pushing, and carrying of equipment and materials.
- Must be able to lift and/or move objects 10-50 lbs. and occasionally push/pull 100 lbs.
- Must be able to perform frequent standing, walking, squatting/crouching, and reaching above shoulder level, at waist level and below waist level.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to work in varying weather conditions.

We offer competitive wages and the opportunity to become an important member of our team in an environment that encourages growth and advancement. Our benefit package includes medical, dental, 401k with match, sick pay, paid holidays and vacation.

Interested parties should email their resume with salary requirements to hr@mission-elec.com

We are proud to be an equal opportunity employer and we are committed to an environment of mutual respect, diversity, and inclusion. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, national origin, disability, protected veteran status or other characteristic protected by law.