



Glendora Employment Agency, Inc. is a boutique staffing firm located in the foothills of the San Gabriel Valley. Glendora Employment Agency, Inc. specializes in bringing local job seekers together with local employers. We are currently seeking a **General Shop Helper**.

Job Description:

Primary job responsibilities include but are not limited to:

- Assist in a machine shop
- Shipping and receiving duties
- Cut stock material
- General shop maintenance including painting and clean up of floors

Minimum Qualifications:

To be considered for this position, candidate must possess the following skills demonstrated through previous work experience.

- Must be able to lift 55 lbs
- Must have UPS online shipping experience
- Must be able to operate in a flexible and fast moving environment
- Experience in a machine shop is preferred