



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 **Shipping and Receiving Clerk**.

Job Description:

- General warehouse duties
- Shipping and Receiving orders
- Boxing and Packaging orders
- Manufacturing of customized crates for shipping
- Cutting of Stock materials

Minimum Qualifications:

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

- Shipping and receiving experience
- Must be able to lift 50lbs.
- Ability to read a ruler and good math aptitude
- General computer skills.