



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 **Warehouse Technician**.

Job Description:

A medical service provider in the local area is seeking a Warehouse Technician. This position is accountable for working with the Director of Warehouse Operations to provide safe and secure operations of all warehouse activities. Primary responsibilities include but are not limited to:

- Keep warehouse clean and organized
- Verify and maintain accurate inventory
- Purchase orders
- Receiving and distribution
- Pull, stage and load orders
- Coordinate safe, timely and accurate deliveries
- Weekly scheduling of orders and deliveries
- Assist with vehicle and maintenance schedules

Minimum Qualifications:

To be considered for this position, candidate must possess a high level of customer service skills and the ability to relate to a diverse culture of people in a positive and productive manner. Additional job qualifications include:

- Over 21 years of age
- Minimum 2 year college degree required
- State of CA drivers license
- Must possess and maintain a clean driving record with verifying DMV printout
- Medium computer skills in Microsoft Excel and Word
- Physically fit – ability to pull and push up to 200 lbs.
- Excellent written and spoken communication skills
- 1-2 years warehouse and supervisory experience needed
- Pallet, forklift certification a plus