

## CAREER OPPORTUNITY

DATE: **January 11, 2018**

POSITION: **SHIPPING & RECEIVING CLERK I/DRIVER**

DEPARTMENT: **SHIPPING & RECEIVING**

JOB # **632009-02**

LOCATION: **SOUTH SAN FRANCISCO, CA**

AVAILABILITY: **IMMEDIATE OPENING**

### QUALIFICATIONS:

- Must have and maintain a valid California Driver License with clean DMV record of violations
- Shipping or receiving experience preferred, will train
- Responsible, organized, detail-oriented and conscientious team player
- Must be able to work in fast-paced environment
- Accuracy a must
- General math aptitude
- Able to lift, push and carry minimum of 70lbs.
- Computer skills a plus
- Self-starter. Must demonstrate initiative. Able to work with minimal supervision.
- High school diploma or equivalent

### ESSENTIAL JOB FUNCTIONS:

- Strictly adhere to all applicable safety practices, in every part of the job and at all times
- Pull, package and box outgoing shipments
- Prepare shipments to be delivered
- Deliver shipments to customers
- Pick-up shipments from Customers, Vendors and Manufacturers
- Count inventory for numerous product lines
- Institute departmental quality control techniques
- Operate shipping manifest system-UPS, Fed Ex, DHL & LTL
- Receive and stock various product lines

- Assembly and general maintenance work, as needed
- Prepare LTL truck shipments-stack parts on pallet, shrink-wrap and band; prepare bill of lading
- Maintain current CA Drivers License at all times
- Always use conscientious and safe driving practices
- Courteously and safely unload at customer's place of business

## **HOURS OF WORK:**

9:00am to 6:00pm. Overtime when necessary.

## **STEVEN ENGINEERING PROMOTES AND THRIVES IN A TEAM ENVIRONMENT.**

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Steven Engineering reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. It is Steven Engineering's desire and process to hire candidates best suited for the position and to seek employees that meet the criteria for the position without regard to age, ancestry, color, disability, ethnicity, marital status, medical condition, national origin, race, religion, sex, sexual orientation, protected veteran status or on the basis of disability. Steven Engineering is a diverse workforce and, as such, every effort is made to encourage women and minorities to apply.

Steven Engineering will consider qualified applicants with criminal histories in accordance with the San Francisco Fair Chance Ordinance and the Los Angeles Fair Chance Initiative For Hiring Ordinance.

## **HOW TO APPLY:**

Internal Candidates – Please contact a member of your Human Resources team for an Employee Transfer Request Form.

Submissions by **e-mail: [hr@steveneng.com](mailto:hr@steveneng.com)**

Our job number **632009-02** MUST be referenced on the subject line to be considered for this position.

Online: **[www.StevenEngineering.com/Corporate/EmployOpps.html](http://www.StevenEngineering.com/Corporate/EmployOpps.html)**

Submissions by **fax: 650-266-6728**

Our job number **632009-02** MUST be referenced on the cover letter or resume to be considered for this position.

EOE

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