

Open Position – Order Processing/Shipping & Receiving

Type – Part Time

Minimum Hours – Position requires a minimum of 2 hours per day per day Monday through Friday between the hours of 2-5 pm.

Maximum Hours - For those available to work more the position allows for up to a maximum of 32 hours per week between the hours on 7-5 pm Monday through Friday.

Potential Candidates - At its core this position involves shipping and receiving products, order entry and order fulfillment. The advanced optional portion of this position (website updates, project bidding, quantity take-offs) provides excellent work experience for students interested in pursuing a technical degree like engineering (mechanical, civil and electrical). The position is open to any high school or college student who is technical, detail oriented, has an excellent work ethic and good at math and computer skills.

Pay - \$11-\$15/hour depending upon skill level and work experience.

Benefits – No benefits are provided for this position.

Start Date – As soon as possible

Daily Duties/Responsibilities

- Picking, packing, and shipping orders correctly and accurately.
- Entering shipping information into our USPS, FedEx and UPS system. (Experience with Quantum View is preferred)
- Keeping our shelves stocked.
- Helping maintain an organized and clean warehouse.
- Conduct daily cycle count as assigned.
- Order Entry – Work with inside sales staff to enter orders into QuickBooks. Print out emailed or faxed orders or orders taken over the phone. Enter the order into QuickBooks.
- Accounts Payable – Enter vendor invoices into system and set aside for payment. Work with bookkeeper to make sure vendor invoices are paid in a timely manner.
- Accounts Receivable – Create invoices for shipped items to customer. Work with bookkeeper to make sure customer accounts are paid in a timely manner.
- Returns/Credits – Provide customers with return information. Process returns and provide customer credit memos as necessary.
- Order Tracking – In QuickBooks and on hardcopy track orders and provide up to date shipment information to customers.

- Inventory – Work with staff to ensure inventory is correct and that adequate supplies are on order to meet minimum stocking levels.
- Catalogs – Make sure all catalog materials are on hand at all times. Assemble catalogs to ensure outside sales staff has adequate catalog inventory for sales calls.
- Office Supplies – Maintain a list of office materials that are needed. Order materials or have officer order appropriate materials.
- UPS Invoices – Review UPS Invoices and resolve discrepancies.

We're looking for someone who is:

- Self-motivated and able to work independently and follow detailed directions.
- Team-oriented and punctual.
- Tech savvy is a plus!
- Lives near Alamo and has reliable transportation to and from work.

Minimum Requirements:

- High school or college student
- Ability to use Microsoft Office Products (I.e. Word, Excel, Power-point)
- Must be able to lift packaging. Most boxes are less than 50# but on occasion heavier lifts may be required. Assistance from other staff can be provided as necessary for heavier lifts.
- You must be able to work legally in the United States
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Items to Submit for Consideration

- Resume (optional)
- Cover Letter or email stating why you are interested and uniquely qualified for this position (required)
- References (optional).
- Send information to karenhenrich@pacbell.net and shenrich@pacbell.net