



Join our team, success is just steps away

Shipping & Receiving Clerk

Elna Magnetics is looking for a dedicated, conscientious individual to join our team. We offer a generous benefit package and a great opportunity for a work-life balance. If you are ambitious, like learning new things and want a career rather than a job we want to talk to you.

We provide standard magnetic cores and accessories as an authorized distributor of several product lines and through our manufacturing services department we machine custom products to meet customer specifications.

Elna Magnetics, with headquarters in Saugerties, New York is looking for a Shipping & Receiving Clerk to work out of our warehouse in Chula Vista, California.

Is this the job for you?

Preferred candidates will:

- Have experience with loading/unloading various carriers' trucks
- Have experience with pulling parts from inventory
- Be detail oriented
- Have experience with counting scales, shrink wrap machines
- Have experience with various packaging methods to ensure product is delivered to the customer in a quality manner.

This position entails:

- Verifying quantity of product received against pack slip
- Understanding the bin system of inventory to pull product and prepare for shipment
- Assist in verifying the correct product is being shipped to the customer
- Shipping product per instructions on packing list using shipping software
- Label material for ease of identification on inventory shelves
- Storing of material on inventory shelves to protect it from loss of damage
- Assisting with cycle counts and investigate discrepancies
- Working in a team environment

This position requires:

- ability to control and organize inventory and inventory records
- ability to operate a computer
- moderate to heavy lifting from time to time
- safe use of material handling equipment



Other Qualifications:

- High School Diploma
- Knowledge of shipping and receiving documents and procedures is a plus
- forklift certification is a plus

Benefit Package Includes:

- competitive salaries as part of our pay-for-performance program
- medical, dental, vision and life insurance
- 401K plan with match contributions
- Generous paid time off program
- 10 paid holidays

Salary Range:

\$19.00 - \$22.00 per hour

The job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

Qualified candidates should submit their resume along with their cover letter, salary requirement and three professional references that attest to the individual's work in a warehouse capacity. Send resume and cover letter by e-mail through Indeed.

All candidates will be required to complete a simple math assessment skill test as part of the interview process.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.