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Sarco, Inc., DBA 123eWireless, a manufacturer of RF/Fiber cables and telecom products is looking to hire immediately, Management Trainees to support our aggressive growth plans. We are located in Rancho Santa Margarita, CA.

### Entry level

### **Warehouse Worker**

Casual work environment

Performs tasks related to shipping/receiving and inventory systems in an accurate and efficient manner to ensure optimum support from the Warehouse. Become knowledgeable with all applicable warehouse operational and quality standards. Good Manufacturing Practices as outlined in work procedure documentation in each task being performed. Receives/Picks/Ships materials based on protocol outlined in work procedures. Ensure that all protocol is followed and resolves discrepancies quickly. Utilizes an industrial forklift from time to time. Count/verify materials being received against packing slips and other related document, input in inventory system as being received and putting away all materials.

#### Shipping Functions Include:

- Works from computer generated report to pick distribution products to be shipped for the day.
- Creates shipping labels.
- Pull materials for assembly as indicated on the Manufacturing Orders.
- Verifies contents in boxes being shipped against label.
- Prepares Bills of Lading.
- Enters shipping information on shipping vendor's website to arrange shipment.
- Consistently achieve or exceeds warehouse operational productivity assignment by volume and quality standards.

#### Working Conditions:

- Standard warehouse environment.
- Ability to stand/walk for lengthy periods of time.
- Some overtime, including weekend work may be required.