



Gosiger, Inc., one of the nation's largest machine tool distributors, is a third-generation, family owned business, founded in 1922 and headquartered in Dayton, Ohio. With over 425 employees in 12 offices Gosiger, Inc. provides sales, engineering, parts and service support services for high precision CNC machine tools.

SHIPPING & RECEIVING WAREHOUSE CLERK

PRODUCT SUPPORT DIVISION • TORRANCE, CALIFORNIA

ESSENTIAL RESPONSIBILITIES:

1. Ensures that returned goods from customer sales orders and exchange and "RA" items are handled in accordance with division policy.
2. Manage returns from Warranty repairs. Follow up directly with customers/service techs when parts are not received.
3. Picks items needed to fill sales orders and prepares packing list.
4. Unload/Load trucks with forklift. Tag the incoming packages and stage them in their proper location.
5. Receive, open, inspect, and log packages in the database. Confirm that contents match packing list. Inform Supervisor of discrepancies.
6. Prepare bills of lading for truck shipments, and for rigging department.
7. Box and pack shipments for UPS, DHL, FedEx, and truck shipments. Take necessary precautions to ensure products arrive damage free.
8. After shipping items, log them in to the shipping logbook.
9. Assists as needed with facilities maintenance such as show-room cleaning, trash removal, changing light bulbs, etc.
10. Order & stock shipping supplies
11. Keeps work area neat and orderly, maintaining a clean work environment.
12. Continuously reviews current processes and procedures that make it easy for internal & external customers to do business with department/division. Ensures processes and procedures allow efficiency in work performed.
13. Based on business need, assists, supports and/or performs other job functions within department or other work area's within scope and ability.
14. Responsible for maintaining current technical, interpersonal, and communication skills through continuous development. Progressive development of skills should be cultivated through further education, seminars, company training and other external resources such as reading material.



ESSENTIAL REQUIREMENTS:

1. Must have high school education or equivalent experience, a valid driver's license, and be able to operate a forklift.
2. Must have good organizational skills with a demonstrated propensity for attention to detail.
3. Must have basic computer skills needed to manipulate job-related software/programs.
4. Proven good attendance record and social skills needed to work productively in a group environment
5. Demonstrated self-starter that has shown effective use of organization and planning skills and a commitment to customer satisfaction.

We offer a competitive compensation package commensurate with experience and education, and an excellent benefit package. If you are interested in this position, please send your resume via email to HR@Gosiger.com.

We offer a competitive compensation package commensurate with experience and education, and an excellent benefit package.



Headquarters
108 McDonough Street
Dayton, Ohio 45402
937-228-5174

If you are interested in this position, please send your resume via email to HR@Gosiger.com.

www.haasfactoryoutlet.com