



OFFICE PRODUCT WAREHOUSE
WHOLESALE CLUB

KAKA'AKO DOWNTOWN MAPUNAPUNA

FURNITURE WAREHOUSE CLERK – FULL TIME Non – exempt position

REQUIRED QUALIFICATIONS:

Must possess the ability to complete the following essential functions:

- Lift, lower, push or pull furniture, up to and in excess of 75 lbs, with assistance, as needed
- Receive and unload incoming merchandise from containers and/or flatbeds
- Verify accuracy of shipment and inspect for visual damages or defects.
- Sign and date all receiving paperwork and distribute
- Assemble and process merchandise in preparation of deliveries
- Ability to read, understand, and follow oral and written instructions
- Operate power and hand tools, baler, hand truck, dolly, pallet jack, and/or forklift (if applicable/certified) and immediately report needed repairs to your supervisor
- Expedite merchandise to the Furniture showroom and Satellite stores
- Service customers with a high level of courtesy with product pick-ups ,including loading and unloading merchandise
- Keep work area and floor clear of packing materials and clean up spills immediately
- Perform other related duties, as assigned

PREFERRED QUALIFICATIONS:

- High school graduate or equivalence
- Experience using POS system, Microsoft Office Word and Excel
- Warehouse experience in receiving, assembling and production (Willing to train.)
- Strong attention to detail and excellent time management and organizational skills
- Ability to work independently and as a team member in a fast paced environment

WORK HOURS:

- 40 Hours/week
- Flexible schedule from 7:00am to 8:00pm, including weekends and holidays

BENEFITS:

- Paid HMSA medical, prescription, dental, and vision Insurance
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Participation in 401K

PLEASE SUBMIT YOUR RESUME.