

## **MONASTERY GREETINGS**

**540 East 105th Street Suite 115**

**Cleveland, OH 44108**

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### **HOURS & PAY**

Seasonal: Part-time in September and October. Full-time in November and December  
9 am to 5 pm, Monday to Friday. Saturdays available in November and December.

\$8 to \$10 per hour

### **JOB TITLE / DESCRIPTION**

Shipping & Warehouse Clerk: Parcel packer, receiving, stocking & other warehouse duties for a consumer goods catalogue company. This is a fast paced seasonal position which entails a variety of logistics and warehouse responsibilities.

- Preparing and packing packages for UPS and USPS.
- Organizing, prioritizing and loading outgoing shipments
- Unloading, unpacking, receiving and shelving incoming shipments.
- Rotating inventory and re-stocking shelves.
- Warehouse clean up responsibilities (shared with other workers).

### **DESIRED SKILLS / EXPERIENCE**

Shipping & warehouse experience **REQUIRED** -- including these skills:

- Ability to lift & pack parcels up to 40 lbs.
- Handling of perishable & fragile materials.
- Constructive and efficient use of shipping supplies.
- Ability to operate manual pallet jacks and hand trucks.
- Ability to multi-task and change work priorities.
- Deadline awareness.
- Basic reading and math skills.

Experience **PREFERRED**, but will train:

- Basic knowledge of Windows PC environment.
- UPS & USPS shipping software
- Knowledge of Mail Order Manager and Endicia software.