



Pet Rock

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5500 Campanile Dr, San Diego, CA 92182

(619) 594-5200

Shipping and Receiving Manager

22nd January 2019

Job Overview

Location: San Diego, CA

Reports To: Lucia Alvarez - Malo and Nayeli Ruiz

General Job Description

assigned the task of packaging, ordering transportation for delivery, receiving incoming material and warehousing of finished goods and stock.

Duties & Responsibilities

- Operates trucks or hand trucks to convey, move or hoist materials to proper departments or areas.
- Unpacks, examines and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Receives and processes all defective parts returned for replacement or credit.
- Maintains inventory of shipping materials and supplies.
- Performs all computer functions necessary to track various aspects of goods.

- Supports the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our customer base.
- Responsible for making arrangements for pick up by the carrier specified on the customer's purchase order, which is conveyed to the shipping clerk by final inspection via the shipping instructions.
- Reports defective materials or questionable conditions to the department supervisor.
- Responsible for keeping an adequate supply of shipping materials on hand at all times.
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
- Required to make pick-ups and deliveries to our suppliers for parts and raw materials using a company van.

Qualifications

- Pursuing a Bachelor's Degree preferably in Business Administration
- GPA 3.0 and above
- Confident, driven and dynamic leader.
- Entrepreneurial mindset with organization skills
- Must be an HBSA and ULSA paid member
- Additional Documents: Resume, Cover Letter, LinkedIn

