

Warehouse Clerk

Precision Aircraft Solutions in Beaverton is looking for two (2) Warehouse Clerks to be responsible for assisting in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, and keeping warehouse stocked with essential equipment.

Duties and Responsibilities:

- Performs administrative duties to ensure efficient warehouse operations.
- Warehousing and stock control, including receiving, inspecting and issuing materials.
- Must be able to lift 40 lbs or more; and also may be required to operate warehouse equipment, such as a pallet jack and forklift.
- Monday to Friday schedule with occasional overtime or weekend work.
- Any other tasks reasonably assigned by the Warehouse Supervision team.

Qualifications & Experience:

- High school diploma or equivalent.
- Minimum 1-year warehouse experience.
- Licensed and experience with operation of a forklift and other assigned vehicles and equipment.
- Experience in warehouse operations, procedures, equipment and terminology including automated inventory systems and domestic and international shipments.
- Aviation background and/or Great Plains system experience a plus.
- Must be able to pass a background check.

To apply:

Please email your resume and a cover letter to Carol Forsberg, Talent Acquisition Specialist, Precision Aircraft Solutions: carol.forsberg@precisionaircraft.com