

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. One clerk will be need to work the day shift (7:00am-3:30pm) and one clerk will be needed to work the 2nd shift (2:30pm-10:30pm)

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.

Minimum Qualifications

- 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.

To apply:

Please email your resume to Donna Goddu, HR Manager: donna.goddu@ericksongroup.com or apply for the position on Indeed.