



## La Campera Tortilla Factory

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### **Warehouse Shipping and Receiving Clerk**

Full-time Regular  
Houston, TX, US

### **Position Summary:**

A shipper processes in and out boxes through the shipping/receiving stations by printing and affixing shipping labels, and logging carrier tracking numbers.

### **Essential Job Functions:**

- Physically locate and pick each order
- Individually supervise each box of the order to maintain inventory control.
- Properly package each box for accurate disposition, correct labeling, and secure delivery.
- Clocking in at the appropriate location and at the correct time
- Overtime as scheduled
- Follow all safety and security rules
- Keeps work area clean and organized
- Other duties and tasks as assigned

### **Minimum Position Qualifications:**

- High school diploma or GED preferred.
- Ability to successfully multi-task, works efficiently, and meets deadlines in an atmosphere of frequent interruption.
- Ability to work independently and in a team environment.
- Bi-Lingual English and Spanish preferred.

La Campera Tortilla Factory

1370 E 40<sup>th</sup> E Bldg. 7 Suite 3, Houston TX 77022

Office: (713) 692-1400 Ext: \* Fax: (713) 692-1415



## Physical and Other Requirements:

The physical demands described here are representative of those that must be met by a Shipping and receiving clerk to successfully perform the major job responsibilities (essential functions) of this job.

While performing the duties of this job, the Shipping and receiving clerk is:

- Regularly required to use hands to finger, handle or feel objects, tools or controls, and reach with hands or arms.
- Regularly required to talk or hear and read instructions on a computer monitor and/or printed on paper.
- Regularly required to stand, kneel or stoop, and lift and/or move up to 50 pounds.
- Regularly required to view items at an extremely close range and must be able to adjust and readjust focus.

**\* You must be at least 18 years old to operate a forklift.**

## Safety:

Support a safe work environment by following safety rules and regulations and reporting all safety hazards.

*La Campera Tortilla Factory is an equal employment opportunity and affirmative action employer. It is our policy to provide equal employment opportunity in all phases of employment in compliance with applicable federal and state laws, rules, and regulations. We assure you that your opportunity for employment with La Campera Tortilla Factory depends solely on your qualifications.*

*La Campera Tortilla Factory is an equal employment/affirmative action employer. If you need accommodation for any part of the employment process because of a medical condition or disability, please call 713-692-1400 to let us know the nature of your request.*

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