JOB ORDER FORM
11110 Alondra Blvd., Norwalk, CA 90650 Phone: (562) 860-2451, Ext. 2366
Please return completed job order to Job Placement
Website: www.cerritos.edu/career-services/job-placement

EMPLOYER Bearings Limited CONTACT PERSON Neil Nakao
ADDRESS/CITY/ZIP: 10600 Shoemaker Ave. Santa Fe Springs 90670
WEBSITE www.bearingslimited.com EMAIL nnakao@bearingslimited.com
PHONE # 562-903-1224 FAX#

HOW TO APPLY/CONTACT email

JOB TITLE ___________________ LOCATION OF JOB Santa Fe Springs

QUALIFICATIONS see attached

DUTIES see attached

TYPE ☐ PART-TIME ☐ FULL-TIME ☐ JOB LISTING ☐ INTERNSHIP LISTING

Ongoing Job Listing: Yes ☐ No ☐ Flexible Closing Date __________

HOURS/DAYS 25 hrs/wk NUMBER OF POSITIONS 1

PAY/SALARY RATE: $ DOE/HOUR OR MONTHLY PAY $ __________

Bearings Limited hereby affirms it is an equal opportunity employer, offering

employment without regard to race, color, religion, gender, sexual orientation, national origin, or age and
provides Equal Opportunity to handicapped individuals, disabled veterans, and veterans of the Vietnam era.

By signing this Job Order Form (Company Name) hereby affirms that it

complies with all applicable state and federal employment regulations as mandated by law.

Signature of person completing this statement Neil Nakao 8/24/15
Print Name: Date:

Please Note:
• Your job listing will be posted in employment binders on the Job Placement counter for student’s
  review. This is a free job listing for a period of four weeks unless extension is requested at the end of
  the four weeks.
• The Job Placement Office reserves the right to refuse/decline the posting of your job listing.
• STUDENTS: We make no representations or guarantees about positions posted by this office
  and are not responsible for safety, wages, working conditions, or any other aspect of off-campus
  employment. Students are urged to perform due diligence in researching employers when
  applying for or accepting an off-campus employment position.

THANK YOU FOR POSTING YOUR JOB OPENING WITH CERRITOS COLLEGE
Part Time Warehouse Helper

Summary
Performs a variety of shipping and receiving tasks. Verifies materials received are as ordered and routes incoming items to appropriate departments/locations. Prepares items for shipment ensuring cost effective courier services.

Desired Skills and Experience
Min. 1 year experience in a shipping / warehouse, office clerical position preferred. · General working knowledge of computer with excellent 10 key skills, AS400 experience preferred and proficiency with Microsoft Windows to include Word and Excel. UPS Worldship experience preferred.

Duties and Responsibilities

1. Prepares shipments for postal or commercial conveyance; determines most economical and efficient shipping method; selects appropriate shipping container; packs items to ensure safe delivery.
2. Prepares bills of lading; checks items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
3. Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers.
4. Sorts, counts, packages, labels, insures, unpacks, and/or logs inventory which is shipped or received.
5. Inspects shipments for damages or defects; records discrepancies or damages and notifies supervisor and/or purchasing personnel.
6. Delivers items to requisitioning departments and obtains authorized signatures for accepted items.
7. Traces lost shipments and/or customer claims of lost shipments; initiates proof of delivery documents.
8. May maintain department database, prepare routine reports, and file shipping/receiving records.
9. Operates dolly, pallet jack, and/or forklift in loading and unloading supplies and equipment; assists in routine maintenance of equipment and shipping area; may lock warehouse and set alarms.
10. Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.

11. Performs miscellaneous job-related duties as assigned.

12. Performs the above mentioned duties with minimal supervision.
Minimum Job Requirements

Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. High school diploma or GED; at least 1 year of experience that is directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities Required

- Skill in organization, time management, prioritization, and attention to detail.
- Excellent verbal / written communication skills.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to understand and follow safety procedures.
- Ability to receive, track, and distribute materials, supplies, and equipment.
- Knowledge of light equipment operation and/or maintenance.
- Ability to prepare routine administrative paperwork.
- Ability to read, sort, check, count, and verify numbers.
- Ability to lift and manipulate heavy objects.
- Ability to perform simple arithmetic. Excellent analytical and problem solving skills.
- Ability to detect problems and report information to appropriate personnel.
- Ability to receive, stock, and/or deliver goods.
- Knowledge of postal or commercial shipping methods and procedures
- Ability to enter data quickly and accurately into computer system(s).
- Ability to adapt to changing organization and operational needs.
- Ability to operate a variety of office machinery.
- Must be able to work well with others.
- Must be able to maintain good relations with coworkers.
- Must maintain professional attitude. Must show courtesy to coworkers, customers and others with whom contact occurs.
- Dedication to providing excellent results in a fast-paced, highly visible industry.

Working Conditions and Physical Effort

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.