JOB REQUIREMENTS:

 Men aged below 35 years

 Experience working in the warehouse on a similar position for at least 1 year

 Knowledge of Russian/Ukrainian language

 Basic computer skills

 EAD Card – working on payroll

 Drivers license

 Ability and readiness to work overtime and on weekends

JOB DESCRIPTION:

 Process incoming shipments – shipment acceptance, unloading from a truck, sorting, scanning

 Verify purchased products with invoice

 Perform special quality assurance inspections

 Place received materials in proper locations

 Pull, pack, weigh and label goods for shipment

 Assist in loading/unloading trucks

 Prepare local delivery records

 Inspect returned goods

 Put all materials in correct place

 Packaging the goods for domestic and overseas shipments

 Work with the accounting system

 Local goods pickups from suppliers and deliveries to the Airport

COMPENSATION

 Warehouse hours – 08:30am – 5:30pm

 Warehouse – East Hanover, NJ

 Salary $600/week fixed rate

 Overtime / weekend compensation - negotiable

Unitrade Group, East Hanover, NJ

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