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About Us

FR Motorsports is a company that specializes in automotive aftermarket performance parts. We are a distribution / e-commerce company based in Fountain Valley, CA. We have been providing complete parts need for dealers, shop, and end users since 2001.

Location:	Fountain Valley, CA 92708
Base Pay:	\$10.00 - \$13.00 /Hour DOE
Employee Type:	Full Time/Part Time. 9AM- 6PM M-F & Some Off Hours.
Industry:	Automotive - Motor Vehicle - Parts
Manages Others:	No
Job Type:	Warehouse
Experience:	See Description
Relocation Covered:	No
Post Date:	2016

Summary

We are searching for a full time or part time warehouse clerk. This position will be responsible for everything from unloading freight to shipping merchandise to various other warehouse jobs. The good news is that your training will teach you everything you need to know to succeed on the job. But here are a few skills and abilities you should have from the get-go:

Job Skills / Requirements

- **Urgency:** The quick pace of stocking and deliveries – both shipping and receiving – means that quick turnarounds are the rule and not the exception.
- **Good with numbers:** There's a lot of math involved when working with boxes and inventory.
- **Ability to lift 50 pounds:** Should be sturdy enough to unload trucks and move merchandise.
- **Able to lift, bend or stand for long periods of time.**
- **High degree of initiative and self motivation with a strong desire to be succeed.**
- **Be articulate both over the phone and in person.**
- **Ability to rapidly learn and adapt to changing technology and tools.**
- **Strong organization, time management, and documentation skills.**
- **Must be proactive, self-motivated, and able to work in team environment.**
- **Exhibits seasoned common sense and good judgement.**

The following skills are preferred.

- Software Experience
 - UPS Worldship, FedEx Ship Manager
 - Microsoft Office Accounting, Quickbooks, Peachtree or similar.
 - Microsoft Office Suite

Job responsibilities

- Warehouse
 - Package finished product for shipping (shrink wrapping, boxing, labeling).
 - Complete daily logs
 - Clean and maintain work area
 - Other duties assigned
 - Controls inventory levels by conducting physical counts; reconciling with data storage system
 - Maintains physical condition of warehouse by planning and implementing new design layouts and inspecting equipment.
- Receiving
 - Verifies and enters receipt of incoming shipments.
 - Label products
 - Correspond with vendors regarding incorrect / missing products.
 - Pick up inventory from vendors / distributors
 - Operate forklift (w/ forklift license)
 - Other duties assigned
- Shipping
 - Pulls orders accurately in preparation for shipment.
 - Package product for shipping
 - Data entry for shipping information
 - Other duties assigned
 - Delivery of items to customers
 - Drop off items to USPS / UPS / FedEx / etc...
- Administrative
 - Fills warehouse supply work orders or requisitions
 - Placing and verifying receipt of supplies
 - Assist team with paperwork, customer contacts, verification
 - Contribute to team effort by accomplishing related results as needed
 - Can adapt to changing priorities and a growing company.

We offer a lively and unique atmosphere, generous employee discounts, competitive salaries and the opportunity to demonstrate your skills and abilities. If you like dealing with people and developing strong partnerships with our patrons, we want to hear from you.

Candidates should include a cover letter, resume and salary history.