



gSource, LLC  
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## Job Requirements

Job Title: Warehouse Clerk  
Wage Category: WC I, II, III  
Department: Warehouse  
Reporting to: Quality Manager

1. Proficient with numbers required
2. Good eyesight required
3. Capable of lifting boxes up to 50lbs required
4. High school diploma required
  
5. Experience with UPS, FedEx, DHL, USPS preferred
6. MS Word/Excel/Outlook skills preferred
7. Minimum 2 years college preferred
  
8. Reliable and responsible
9. Organized, detail oriented, accurate, thorough
10. Strong oral and written communication skills
11. Outgoing, enthusiastic and persuasive
12. Proactive and able to make decisions
13. Work well under pressure, tight deadlines, and maintain composure in difficult situations
14. Work independently with minimal or no supervision
  
15. Position: Full time
16. non-exempt
17. Working hours per week: 40
18. Hours gSource open: 7:30 am to 6:00 pm