

Company : NB Corporation of America

Address :930 Muirfield Drive, Hanover Park, IL 60133

Position : Warehouse Staff Leader

Wage range : \$18+ DOE

Full time or Part time : Full time(37.5 hours/week)

Supervisory responsibilities : Yes

Duties/ Responsibilities :

- Maintains the warehouse operations including shipping and receiving area.
- Supervise part time workers when necessary
- Able to work on UPS and FedEx shipping system.
- Check discrepancy when there's a mismatch in inventory counts.
- Assists with periodic (at least semi-annual) physical inventory audits.

Required skills/Abilities :

- Excellent communication skills with warehouse workers and inside sales associates
- Able to operate Forklift
- Fluent in both English and Spanish
- Able to work with minimum supervision.

Physical Requirements :

- Prolonged periods standing in our warehouse and working on sorting out goods received.
- Must be able to lift up to 70 pounds at times.
- Must be able to navigate warehouse and reach items both high and low.

*Please send your resume to career@nbcorporation.com