

**Shipping & Receiving Clerk at Spindle Cooling and Warehousing in San Luis, AZ**  
**Job Id # 4583112**

**Full Time**

**Pay Rate: \$13.00 - \$ 15.00 P/ Hr. (D.O.E)**

**Job Description:**

- Perform efficiently in a warehouse and dispatch environment by handling incoming and outgoing deliveries items and staff on hand to manage the shipments.
- Keep files of goods shipped and received by preparing regular shipping and receiving reports for managers.
- Ensure adherence to environmental management and systems.
- Trouble shoots shipping issues and customer complaints that arise and work to solve them. Verifies items shipped by matching bills of lading, reconciling quantities, and noting discrepancies.

**Job Requirements:**

- Commercial Driver's License
  - Class A

**How to Apply:**

E-mail resume to [cristina@spindlecooling.com](mailto:cristina@spindlecooling.com)

\*please include position of interest in subject line

Or

In person at:

412 Henry Chavez Ct. San Luis, AZ 85336

Monday – Friday between 10:00 AM – 12:00 PM