



ZOPEC MEDICAL

### Job description – Warehouse Crew

Zopec Medical is a rapidly growing, innovative medical device company. We are looking to add 2 warehouse crew members to join our team for an in-person position in Blaine, MN.

#### MUST HAVE:

- Positive attitude and willingness to learn and adapt
- Ability to lift 60+ pounds and perform routine warehouse work
- Razor sharp attention to detail and excellent communication skills
- Above average computer literacy (typing without errors, data entry, experience with printers, basic Excel, Word, website navigation, Gmail, etc)
- Time management and prioritization skills
- Timeliness, punctuality and reliable transportation to and from our office in Blaine, MN
- Responsible and trustworthy
- Clean criminal background
- High school education or higher
- Driver's license / proper identification for work eligibility

#### IT'S A BONUS IF YOU:

- Have previous warehouse experience
- Have experience using Shopify
- Have experience with shipping companies or freight forwarders
- Have experience operating a forklift or similar warehouse equipment

#### Responsibilities will include:

- Monitoring email for tasks assigned
- Packaging products with proper labeling
- Arranging for and monitoring shipments via tracking links and communicating with freight forwarders and postal services
- Entering orders into our software systems with special attention to details such as addresses, pricing, etc. with consistent precision
- Moving packages / organizing warehouse space when necessary
- Sweeping, light cleaning, maintaining tidiness
- Weekly inventory counts for various products - must be performed with accuracy
- Various other ad-hoc tasks - please be flexible and willing to learn and be a team player!

Please Note: This is a full time Temp-to-Hire position. We will provide on the job training for our specific systems for 3 months. A full-time position with 401k, dental, health and vision insurance may be offered at the conclusion of the training period.

Salary: \$15.00 - \$20.00 per hour depending on experience and performance

To apply, send your resume and cover letter to [bridgette.field@zopec.com](mailto:bridgette.field@zopec.com)