

Title: Warehouse Assistant Manager (fulfillment & inventory accuracy management)

Reports to: Warehouse Manager & COO

Summary of Position Requirements Responsible for increase of productivity of pick & pack, cost efficiency of fulfillment, increase of accuracy of inventory. Assist warehouse manager in receiving and shipping out general cargo including the manual loading and unloading with the use of a pallet jack, hand truck or forklift, general labor, and warehouse maintenance. Models and acts in accordance with our guiding principles and core values.

KEY ACCOUNTABILITIES

- Develop and maintain excellent service to internal and external customers at all times.
- Increase Productivity & Cost Efficiency of Pick & Pack Services.
- Assist in receiving cargo by removing from truck by hand, or using manual equipment such as hand truck or pallet jack. May also use forklift.
- Verify and note the count and condition of cargo received, knowing when to either refuse or accept with notation.
- Perform light forklift duties, and learn to containerize basic loads.
- Assist in various warehouse maintenance tasks, including sweeping floors, putting equipment away, etc.
- Perform other duties as assigned.

Education & Certifications

- High school diploma or GED required

Experience & Requirements

- Fluent Korean in Speaking, Writing and Understanding
- Min +3 years related experience required.
- Valid state issued driver's license required.
- PC literate: Basic proficiency in Microsoft Office, internet, web-based and job specific software applications.
- Must be able to read, write and speak English & Korean fluently.
- Speaking & Understanding Spanish is Huge PLUS.
- Ability to communicate and interact effectively with multi-functional and diverse backgrounds.
- Ability to frequently lift and/or move up to fifty (50) pounds.
- Ability to operate forklift and pallet jack.

Benefits: Health Insurance. Free Lunch. Paid Vacation & Paid Sick Days. Yearly Result-oriented Incentive.

FLSA Status: Exempt

Royal Imex, Inc. is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability,

ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Please visit our website of www.zuryhollywood.com to find out more in detail about the company and send your resume to Daniel@royalimex.com with the cover letter and write the applying position & desired yearly salary.