

Parcel Assistants Brooklyn Park, MN

SUMMARY

- Under the direction of the Dock Manager, the Parcel Assistant will rotate in several different areas and positions including, but not limited to, loading, unloading, scanning, QA, forklift, switcher, etc. This is a **Part-time** position which allows you to choose one of the following sort times, Day 2-6 PM, Twilight 7 - 11 PM

ESSENTIAL FUNCTIONS *(INCLUDES, BUT NOT LIMITED TO:)*

- Work assignments can include lifting, carrying, pushing and pulling packages up to 70 pounds in weight.
- Work assignments require reading labels, charts, verifying numbers, memorization and carrying out instructions and working rapidly for long periods of time.
- Most work is done manually, without the use of fork trucks, pallet jacks or other mechanized equipment. "Hand-to-surface" methods are mandatory.
- Basic tools and equipment used for various positions in a hub:
 - Parcel Assist Load Scanning
 - Pallets
 - Scanners/Computers
 - Hand Wrap (to secure parcels the pallets)
 - Labels/Postal Flags
 - Pallet Jacks
 - Load Charts

EDUCATION, EXPERIENCE AND TECHNICAL SKILLS

- Must be 18 years of age
- Good Communication skills
- Ability to lift up to 10 - 20 pounds consecutively
- Experience working in a transportation/warehouse environment preferred
- Ability to proficiently communicate verbally and in writing using the English language preferred.

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Apply In Person At:
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