

Warehouse Team Member

Pacific Component Xchange (PCX, Inc.) is an expanding U.S.-based independent, stocking distributor of electronic components with over 110,000 line items and over 2 billion parts in stock. PCX is headquartered at our primary distribution center (a 52,000 square foot ESD-certified facility) located in Huntington Beach, CA. PCX is actively recruiting highly motivated professionals to become a part of a dynamic organization and industry. Our organization is highly recognized as a leader in quality control with several key certifications including: AS9120, IS9001-2008, ANSI ESD S20.20-2007 as well as being a member of the board of the IDEA, ERAI, and NEDA. PCX is actively recruiting highly motivated professionals to become a part of a dynamic organization and industry with great opportunity for learning and advancement.

The Warehouse Team Member position provides inventory, order processing, shipping, receiving, and quality control support to the PCX Sales and Purchasing Teams. This position reports directly to the Director of Warehouse Operations. PCX is seeking only dependable, organized, detail oriented and enthusiastic individuals to join our team.

Core Objectives

- Conduct inventory counts and perform data entry on PCX's inventory system to maintain stock information
- Pick, Pack, and Ship outgoing orders based on Customer Sales Orders
- Complete inventory stock checks
- Maintain PCX core values and principles
- Address any order related issues and escalate as necessary to the Warehouse Team Lead or Warehouse Manager for resolution
- Reconcile incoming products to Purchase Orders (verifying quantity, part numbers, condition, package type, and date code information)
- Identify and document any non-conformance issues with incoming products
- Perform product inspection for outgoing orders
- Prepare bar coding labels for outgoing orders
- Use digital camera to generate images of outgoing product for quality control purposes
- Process shipments on Federal Express, UPS, and DHL shipping systems
- Perform and document inventory counts (full or cycle counts) on a regular basis
- Conduct research and reconcile product discrepancies as required by Sales or Purchasing Teams
- Process RMA orders and re-stocks products as necessary
- Regularly maintain cleanliness of work area and the warehouse to PCX's ISO Standards
- Participate in the interview process and new hire orientation process.

Team Objectives

- Participate in weekly 1-on-1 meetings with supervisor
- Participate in monthly Company Meetings
- Assist in developing and maintaining departmental work instructions
- Concentrate on continual improvement of all processes

Individual Objectives:

- Meet or exceed individual performance metrics of:
 - Inventory PCX stock at a rate of 10 line items per day within 30 days; 25 line items within 60 days, and 50 line items per day within 90 days.
 - Complete inventory stock checks within time constraints set forth in work instructions
 - Complete daily performance metrics



Successful Candidates typically have:

- 1-2 years of experience in a Warehouse setting a plus but not required
- Effective written, verbal, telephone, and presentation skills
- Must be energetic, results driven, proactive, and self-motivated
- Ability to manage own time effectively is a requirement for success
- Must be a team player, have a high level of integrity and a strong work ethic
- Must have the ability to adapt as necessary to client needs
- Passionate about the success and support of customers, fellow employees and company
- Ability to handle multiple tasks/priorities
- Ability to lift up to 50 lbs.
- Experience with shipping procedures and systems including Federal Express (FedEx Insight), DHL, and UPS
- Experience with Microsoft Word, Excel, Outlook required