



Order Fulfillment Assistant Job Posting

Cerno, LLC is a high-end lighting design and manufacturing company, seeking an Order Fulfillment Assistant for our manufacturing warehouse. This position involves packaging and assembling high-end modern LED light fixtures. This individual must have previous experience working in a warehouse, ability to follow directions, and have the ability to work independently as well as work well with others.

Previous experience in packaging and shipping preferred.

Responsibilities:

- Uses a variety of packaging materials, such as tape, cardboard, foam, and plastics to package and ship final product.
- Cuts and assembles packaging materials.
- Performs quality inspection of all products.
- Completes final assembly of lighting fixtures.
- Complies with all safety procedures and guidelines.
- Processes repetitive tasks with efficiency and accuracy.

Knowledge, Skills, and Abilities:

- Attention to detail
- Ability to perform repetitive tasks
- High value packaging experience
- Time management skills
- Team player
- Ability to read a drawings/blueprints and do basic math
- Have a willingness to take direction and learn
- Take pride in his/her work
- Follow all shop safety rules
- Ability to read, write, and speak fluent English
- Must be able to work in a fast paced and stressful environment
- Reliable transportation to and from work

Experience Level: Entry-level, packaging and shipping experience preferred

Education: High school diploma or general education degree (GED)

Environment: Warehouse, loud

Other Conditions: Physically demanding job, requires standing, walking, reaching and using hands and arms.

Position Type - Full time, Monday - Friday

Apply by sending resume to: careers@cernogroup.com

Cerno, LLC cernogroup.com - (949)715-1534