



JOB DESCRIPTION

Part-Time Warehouse & General Assistant

Background

Garuda International's headquarters and warehouses are located in Exeter, California, a small town situated in the foothills of the Southern Sierra Mountain Range. In 2007 Garuda built a "Green" facility that is environmentally efficient and people-friendly. Our office features a large open-air atrium and a workout room/gym, locker-room/showers and a bike rack for employees that want to bike to work or exercise to help maintain good health.

Garuda's business serves the food, beverage, dietary supplement, cosmetic, pet food, animal feed, and agro-industrial industries by providing nutritional and functional ingredients to manufacturers around the world.

Being a smaller, growing company and working in competitive industries makes it essential that each employee is willing and able to do whatever tasks are needed at the time to keep the company competitive and growing successfully. We are a tight-knit team that cares about each other and cares about doing beneficial work in the world, while providing useful and meaningful products to our customers. We strive to conserve resources, reuse and recycle whatever we can with the intention of lessening our environmental impact on our world for the benefit of current and future generations.

The Position:

The place of work for the warehouse and general assistant at Garuda is at our headquarters, located at 180 West Chestnut Street, Exeter, CA 93221. You will report directly to the warehouse manager and logistics manager and will be responsible for carrying out all warehouse, packaging and administrative assistant duties that are needed within the company. This is a very "hands-on" position where you will be expected to enjoy getting involved and "getting your hands dirty"! You must be self-motivated and disciplined, take direction from others and manage your time well. Our company culture expects that you genuinely care about what you are doing, care about the well-being of your colleagues and care about the customers we serve. This is a part-time position.

The warehouse and general assistant position will perform the following duties and additional duties as may be required from time-to-time, personally and in cooperation with others.

- Receiving and logging in shipments from vendors, storing the product in an organized and efficient manner
- Shipping of products throughout the USA and to many international destinations
- Packaging and blending of food ingredients in a microbiologically clean environment
- Preparation of samples for lab testing or shipping to customers
- Development and implementation of policies, procedures and objectives for warehouse and office sampling/shipping
- Safely and efficiently driving a forklift as needed
- Updating our company computer databases, printing shipping labels, filling out bills of lading and other shipping documents

- Answering phones and providing excellent customer service
- Sending fax, mail and E-Mail messages
- Participating in pest control management
- Ability to understand and follow quality assurance SOP's and systems implemented by the company

Additional Important Skills:

Warehouse experience

Excellent English speaking and grammar skills

Highly organized with neat and tidy work habits

Familiarity with all office equipment (phones, fax, computers, copier, etc.)

Experience with Windows-based computers, MS-Word, MS-Excel, MS-Access is very helpful

Good phone manner and skills

A team oriented caring attitude is imperative

Must be self-motivated, and willing to do any jobs required in a busy company

Able to lift 55 pounds

Able to get along with and work with others - excellent communication skills

Must have a sensitivity to other cultures and be willing to learn – humility and a positive attitude are essential.

On average, your time each workday will be split, as follows:

- 10% Packing/Preparing samples
- 20% Preparing outbound orders/Re-boxing/Repacking shipments
- 10% Moving & storing product without a forklift
- 10% Lifting/moving 55 lb. boxes
- 15% Driving a forklift
- 15% Working at a computer
- 5% Answering phones
- 5% Miscellaneous Administrative tasks
- 10% Housekeeping duties

Garuda reserves its right to change these allocations, as needed, based on customer demand or staffing changes.

Other helpful skills:

Food industry experience

Multilingual (Spanish and Chinese in particular)

International experience

Education/Experience:

A minimum of high school diploma or GED. College credits are a plus.

Aptitude for learning and a positive "can-do" attitude are highly valued by our company culture.