

---

## Warehouse Agent

### **FFI needs a Warehouse Agent to join our team! Full time, with full benefits, and bonuses for all employees.**

Wanted: Candidates with experience in shipping & receiving, pulling & packing, and forklift certified. Need candidates who are mechanical – having experience with hand and power tools, building materials and construction, and/or repairing cars, engines or machines.

### **The Opportunity**

- Full-time, in Hawthorne, CA
- Base pay + benefits + bonus program (quarterly & annual)
- Monday to Friday, 8 am – 5 pm
- Benefits including Health, Dental, Vision, LTD, continuing education, and Retirement Plan with 401(k), Roth, Employer Match & Profit Sharing.
- Starting date is flexible.

Functional Fenestration (FFI) is a hardware products designer and wholesale distributor that puts quality at the heart of our brand. Join an energetic, growing hardware business, where all employees are encouraged to work as a close team and learn continually from each other.

### **Main Duties & Responsibilities**

- Daily shipping & receiving activities, for FFI and our sister company AFI.
- Follow warehouse rules and procedures, especially for safety.
- Pull, package, and process pick tickets for shipments.
- Receive incoming products; help with inspection, QC and bin placement.
- Assemble FFI production items using FFI components, tools, and materials.
- Inventory cycle counting.
- Learn to use company software including Microsoft Office, CRM, and Shipping/Receiving portals.
- Operate warehouse tools & equipment (pallet jack, table saw, drill press, etc) as trained.
- Operate forklift safely & with current certification.
- Safety First is a top priority.
- Keep warehouse and yard clean, neat, and organized.
- Perform other duties as assigned.

### **Qualifications**

- Minimum 1-year experience in a warehouse with shipping & receiving, picking & packing.
- Software experience such as Microsoft Office, Fedex/UPS shipping software or CRM/MRP/ERP systems.
- Mechanical person with experience with hand tools and shop tools (power saws, drills, etc).
- Experience in one or more of these areas: mechanical assembly of products using hand or power tools, construction, building materials, manufacturing, woodworking, power tools and machinery, machine shop operation, reading blueprints or CAD drawings, doors & windows (fenestration), hardware, car and engine repairs, plumbing & lighting, CNC operation, metal extrusions, building envelope facades, calibrated tools, troubleshooting.

**About Us**

Along with our sister company Automated Fenestration Inc (AFI), FFI is well-respected and recognized in the fenestration (window and door) industry since 1987. We turn the best products from factories worldwide into trusted solutions for our North American customer base of business-to-business manufacturers and resellers. FFI is an equal opportunity employer. Visit us at [www.fenestration.net](http://www.fenestration.net).