

## **We are Hiring! Join Our Team as a Warehouse Associate!**

Are you a skilled warehouse professional with a keen eye for detail, experience in shipping, receiving, and forklift operation? Passion for hands on work in assembling production hardware and working with shop tools. Functional Fenestration Inc (FFI) and its sister company, Automated Fenestration Inc (AFI) are seeking a Warehouse Associate to join our dynamic team.

### **The Opportunity**

- Enjoy stable employment with full-time hours, in Hawthorne, CA.
- Base pay plus benefits and a bonus program (quarterly & annual).
- Convenient Schedule: **Monday to Friday, 8 am – 5 pm.**
- Benefits including Health, Dental, EAP, Vision, LTD, continuing education, and Retirement Plan (401(k), Roth, Employer Match & Profit Sharing).
- We support developing your professional skills in software, production, international logistics, and more.
- The starting date is flexible.

### **Main Duties & Responsibilities**

- Handle daily shipping & receiving activities of building materials for FFI and AFI.
- Pull, package, and process pick tickets for shipments.
- Assist with incoming product inspection, quality control, and bin placement.
- Assemble FFI production items using components, tools, and materials.
- Securely operate warehouse tools and equipment (pallet jack, table saw, drill press, etc.).
- Conduct inventory cycle counting.
- Learn to use company software (MS Office, Epicor Prophet 21, Shipping/Receiving portals).
- Safely operate a forklift with current certification.
- Maintain a clean and organized warehouse and yard.
- Prioritize safety by following warehouse rules and procedures.

### **Qualifications**

- Minimum 1-Year Experience: You should have at least one year of experience in a warehouse environment, specifically in shipping & receiving, pulling & packing, and forklift operation.
- Strong Attention to Detail: We value meticulousness and safety consciousness.
- Software Skills: MS Office, FedEx/UPS shipping software, or Epicor P21 SAP/Oracle.
- Mechanical Skills: As a “mechanical person,” you’ll be comfortable using hand tools and shop equipment (power saws, drills, etc.). Your aptitude for learning complex door and window hardware systems is a plus.
- Diverse Experience: If you’ve worked in areas like mechanical assembly, construction, woodworking, or machine shop operation, we’d love to hear from you.
- Problem-Solving Abilities: Troubleshooting skills and the ability to read blueprints or CAD drawings are valuable assets.

FFI is an equal opportunity employer. Visit us at [www.fenestration.net](http://www.fenestration.net); email resume to [HR@fenestration.net](mailto:HR@fenestration.net).