



**Position:** Warehouse Clerk

**Department:** Operations

**Location:** Santa Ana, CA

**FLSA Status:** Non-Exempt, Full-Time

**Job Summary:**

The Warehouse Clerk is responsible for supporting day-to-day warehouse and stockroom activities including receiving, order picking, shipping, and inventory control. This hands-on role plays a key part in ensuring accuracy and organization in all material handling functions.

**Key Responsibilities:**

- Receive and inspect incoming materials, verifying part numbers, quantities, and condition.
- Accurately label and store inventory in designated areas.
- Pick parts and kits for manufacturing orders, verifying accuracy before issuance.
- Prepare and process shipments using standard shipping software (UPS, FedEx, DHL, etc.).
- Maintain inventory organization and participate in routine cycle counts.
- Support efforts to keep stockroom and warehouse areas clean, safe, and well-organized.
- Load and unload trucks, using pallet jacks or hand carts as needed.
- Ensure FIFO (First-In, First-Out) inventory practices are followed.
- Report any discrepancies or inventory issues to the supervisor.
- Perform other duties as assigned by the Warehouse Supervisor.

**Key Qualifications:**

- High school diploma or GED required.
- 1–3 years of experience in a warehouse, stockroom, or shipping/receiving role preferred.
- Basic computer skills; experience with ERP systems and shipping platforms is a plus.
- Strong attention to detail and accuracy in inventory handling.
- Ability to work independently and follow standard procedures and instructions.
- Forklift certification is a plus but not required.

**Physical Requirements:**

- Must be able to stand and walk for extended periods (up to 8 hours).
- Frequent bending, stooping, reaching, and lifting.
- Regularly lift and move materials up to 50 pounds.
- Occasional use of ladders or step stools.
- Manual dexterity for handling small parts and operating scanners or tools.



- Ability to wear personal protective equipment (PPE) including safety shoes and eye protection.
- Comfortable working in standard warehouse conditions (e.g., varying temperatures, dust, moderate noise).

**Additional Information:**

The Key Responsibilities are an outline of the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The company may amend or modify duties based on business needs in accordance with applicable California labor laws. Reasonable accommodations may be made for qualified individuals with disabilities.

**Equal Opportunity Employer Statement:**

Brandywine Communications is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or any other characteristic protected by federal, state, or local laws.

Brandywine Communications strives to create a workplace that is inclusive, respectful, and reflective of the diverse communities we serve. We are committed to providing reasonable accommodations for qualified individuals with disabilities in accordance with applicable laws. If you require accommodation during any part of the application or hiring process, please contact Human Resources at [hr@brandywinecomm.com](mailto:hr@brandywinecomm.com).