



**Position Title:** Warehouse Clerk

**Purpose of the Position:** Timely and accurate processing of vendor orders.

**Duties and Responsibilities Include:**

- Pulling and shipping orders
- Recording shipments and serial numbers into a computer database
- Assisting with the packaging of products for shipping
- Performing a quality check to maintain a minimal error rate

**Qualifications and Skills:**

- HS/GED required
- Basic computer skills (Excel, Email, Internet)
- The right individual must be detail oriented and must have experience in a high volume environment
- Ability to lift 40 pounds
- Ability to learn and use warehouse equipment and systems, including forklifts and automated distribution and shipping systems
- Ability to communicate clearly with co-workers
- Ability to follow directions and pay attention to detail.

**We offer:**

- Progressive Compensation Package (base salary and commission)
- Healthcare Benefits (Medical, Dental, Vision and Prescription Drugs)
- 401k with Employer Match
- Paid Time Off
- Life Insurance and Disability Coverage
- Advancement Opportunities

**Company Overview:**

Westcon Group is the world's leading specialty distributor in networking, security, mobility and convergence. We provide the most effective route to market for our vendors, the highest levels of support to our customers and through our success and growth, the industry's best employee experience. We are comprised of individual operations under the Comstor (Cisco-focus), Voda One (Avaya-focus) and Westcon (Nortel-focus) brands, creating a global distribution business throughout North America, Africa, Asia, Australia, Europe and South America.

**Vision:** We believe that building and enabling unique and effective routes to high growth advanced technology markets is key to ensuring fundamental growth for customers and manufacturers. We achieve this through recruitment, retention and delivering ongoing value to best of breed and best in class vendors/manufacturers, customers and employees.

Visit our website at [www.westcon.com](http://www.westcon.com) for more information.

*Westcon Group is an AA/EO employer and actively seeks candidates from diverse backgrounds.*