



Position Title: Supply Clerk

Position Type

Part Time

Work Authorization

U.S Citizen or U.S. National, Permanent U.S. Resident

Description

The Supply Clerk will handle all CXI new client startup kits and supply orders. CXI averages 10-15 supply orders a weekday day. We also average one new client startup a month usually ranging from 20-400 startup kits. The role will include inventory management and some supply ordering duties to maintain a proper level of supplies to always have what our clients need, while balancing the storage space available within the office. The Supply Clerk will need to be able to travel and transport supplies to and from the Orlando office and an offsite storage unit.

Qualifications:

- Prepare, box, and ship startup kits and supply orders,
- Pre-package supply kits material into standard quantities (10 of each supply banded together)
- Order and/or manage inventory of the supplies needed to fulfill these requests such as:
- Corrugated shipping boxes, security bags, FedEx supplies, desktop signs, wall signs, window clings, and counterfeit lights,

Location

Orlando, FL

Desired Major(s)

Business Degree (Preferred)

Salary Level / Compensation Type

\$15.00

How To Apply

Email your resume (PDF or Word Document) to Recruitment@cxifx.com

