

Warehouse Clerk

Endologix, Inc. is a developer and manufacturer of minimally invasive treatments for aortic disorders. The company is located in Irvine, CA, has over 300 employees and is listed on NASDAQ (ELGX). Since launching in the U.S. in 2005, Endologix has experienced average annual growth of 60%+ and was the top performing med tech stock in 2009. The Company's Powerlink® System is an endovascular stent graft for the treatment of abdominal aortic aneurysms (AAA). AAA is a weakening of the wall of the aorta, the largest artery in the body, resulting in a balloon-like enlargement. More than 2 million people in the U.S. have AAA, with 200,000 new cases diagnosed every year. If left untreated, AAAs become increasingly susceptible to rupture. The overall patient mortality rate for ruptured AAA is approximately 75%, making it the 13th leading cause of death in the U.S. More information is available on the Company's website at www.endologix.com.

The Warehouse Clerk will provide hands-on support in assisting the Warehouse team.

Essential Duties and Responsibilities:

- Pull, pack and ship Finished Goods (FG) via FedEx or other common carriers, Domestic and International
- Document Finished Good shipments via Finished Goods Book and Pack Slip Log Book
- As required, use MAS200 to create Pack Slips for FG shipments
- Pull, pack and ship Marketing Materials as indicated via Order Form
- Assist in preparing shipments to sterilizer, including palletizing of product
- Assist with the kitting process for Production Work Orders
- Assist with receiving, verifying, reworking as necessary, moving to Quarantine/FG all RGA's
- Distribute packages received via carrier to the appropriate person in the company
- Conduct routine Cycle Counts of RM and Finished Goods as directed by Warehouse Supervisor
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Occasional sweeping, dusting and mopping of Warehouse areas
- Write routine reports and correspondence
- Effectively communicate with all levels of management

Education, Training, Skills and Experience Requirements:

- High School Diploma, AA degree or equivalent experience
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to use computer