The Company

Po Wing Hong Food Market Inc. is a well-known and respected retailer of fine Chinese health products and delicacies. Established in 1980, the Po Wing business group consists of restaurant supply, distribution, and international export and e-commerce. With nearly 40 years in business, Po Wing is positively growing with many exciting plans ahead. That's where you come in! The company is seeking talented individuals to join our diverse team.

PO WING TRADING CORP. (WAREHOUSE)
123 BANKER STREET, BROOKLYN NY 11222

Available Positions:

1. Sales Representative
   a. Basic responsibilities & requirements
      i. Receive phone and pick-up orders, enter invoices, assist customers with orders inquiries and deliveries
      ii. Read and write Chinese. Spoken English is preferred. Basic computer skills.
   b. Weekly Hours: 40
      Daily Hours: 6:30/7am to 3pm (some Saturdays are required)
   c. Hourly wage: $17-22

2. Accounts Receivable Assistant
   a. Basic responsibilities & requirements
      i. Filing, data entry, contacting and remitting statements to customers
      ii. Read and write Chinese. Spoken English is preferred. Basic computer skills.
   b. Weekly Hours: 40
      Daily Hours: 7am to 3pm (some Saturdays are required)
   c. Hourly wage: $16-20

3. Delivery Truck Drivers
   a. Basic responsibilities & requirements
      i. Deliver orders to customers in Brooklyn, Manhattan, Queens. Heavy lifting is required, use of motorized warehouse equipment, use of delivery equipment such as hand trucks.
      ii. Read and write Chinese. Spoken in English is preferred.
   b. Weekly Hours: 40+
      Daily Hours: 6:30am to 3pm (some Saturdays are required)
   c. Hourly wage: $19-25

Attractive benefits package including health insurance and PTO (holidays, vacation days, sick days)