

Warehouse Associate

This is a full time position and hours are dependent on work schedule. Weekends and evenings are occasionally required.

This position will require flexibility and moving between departments when needed.

Receiving, Storage and Processes:

- Receives product, verifies box count, packing slip counts, and inspects product for freight damage; documents receipt and any damage on bills of lading, packing slips, follows company procedures for freight claim documentation and process.
- Is responsible for accurate product pulls for delivery to job sites.
- Delivers material/equipment to job sites when needed by van or box truck
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Warehousing Organization:

- Maintains warehouse in clean, neat and highly organized manner, including all stored product, supplies, equipment, parts, vehicles, etc.
- Bales cardboard using compactor, moves skids and baled cardboard to back parking lot for pickup or disposal.
- Ensures that all product that is palletized is neatly stacked and shrink wrapped for securing and protecting the product/boxes on the pallets; that all box labels are out and visible.
- Responsible for tool tracking and repairs

Qualifications

- High School Diploma or equivalent required.
- Excellent communication and customer service skills.
- Well organized with attention to details.
- Outstanding attendance and punctuality.
- Must maintain a safe work environment.
- **Must have a valid driver's license and clean driver's abstract.**
- Ability to lift 50lbs on a regular basis.