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## Warehouse Worker (2)

### Job Description

The Warehouse Worker (2) is responsible for many warehouse functions including: preparing orders for shipment, replenishing stock, accurately labeling and staging orders. Will assist with loading/unloading freight and storing products. The position requires a strong work ethic, self-motivation, be efficient, also safe in equipment and tool operation.

### Duties and Responsibilities:

- Perform and assist with stock checks, inventory orders, staging, shipping, product storage, stacking, packaging, organizing, and assembly of products, parts, or custom orders.
- At all times Wear Personal Protective Equipment; hearing protection, vision protection, steel-toed shoes and other appropriate protective clothing.
- Responsible for completing work assignments or tasks according to the predetermined time level established by the scheduling department or lead/supervisor to meet production goals.
- Obtain work agenda from warehouse lead/associate and complete priorities as directed.
- While handling, inspect products for imperfections and share findings with warehouse leads.
- Assist in receiving products or purchased goods by comparing the information on the packing slip or purchase order for accuracy and put away materials/parts to proper storage locations.
- Keep work areas clean and organized, follow safety standards, safety procedures, quality standards, company rules, policies, procedures and encourages others to follow them as well.
- Pull items accurately and quickly from storage areas to fill standard stock orders and transfer lists. Follow through with quality control procedures and take/upload photo's.
- Properly packaging pulled items in bags and boxes for all standard orders. Secure parts and boxes on pallet with banding and shrink wrap according to procedure. Follow through with quality control procedures and take/upload photo's.
- Properly package and secure all steel bundles for all standard orders with banding and shrink wrap according to procedure. Follow through with quality control procedures and take/upload photo's.
- Responsible for all packages (such as boxes, pallets and bundles) to be marked and labeled with required job/product info.
- Greet entering customers or vendors with friendliness and direct them inside to proper personnel.
- Operate company vehicles on occasion for deliveries and pallet pickup.
- Assist with loading and unloading freight trucks/trailers and customer and company vehicles.
- Record all necessary information and submit daily reports according to procedure.
- Perform different miscellaneous tasks that are instructed by the lead/supervisor or management which may not be covered in detail within this job description.

### Qualification/Requirements:

- Must have a minimum of 2 years of warehouse work experience and has product knowledge.
- Preferred education, a high school diploma or GED or equivalent highly desired.
- Have a professional attitude and be able to work well with others.
- Be respectful of others.
- Good oral and written communication.
- Be able to work in a fast-paced environment.
- Must be able to shift priorities quickly/smoothly throughout the day.
- Able to learn on the job, increase product knowledge for our parts and products.
- Able to embrace safety as a core value by following all company policies and procedures.
- Have a good work ethic, can adjust to change, and be a role model to others.
- Willing to be a team player, take responsibility, be honest, act with integrity.
- Must be able to read and decipher job order forms.
- Must have basic math skills, basic computer skills, be able to read and understand measurements.
- Must be able to operate various shop/power.
- Have good time management skills, able to prioritize multiple tasks successfully in a fast-paced environment.
- Must be punctual and have excellent attendance, be able to work at least 40 hours per week, be available to work overtime when necessary.
- Demonstrate ability to be detail-oriented, pay close attention to verbal directions, focus on the given task and utilize time efficiently.

### Physical Requirements

- This position requires squat/kneel, bend/stoop, crawl, twist/turn, grasp, push, reach overhead and outward frequently. Also requires the ability to lift up to 50 lbs on regular bases and stand and/or walk up to 8 hours per day.
- Occasionally work outside in various weather conditions and work near moving mechanical parts, fumes, airborne particles, and moderate to high noise levels.

### Education & Certifications

- High School Graduate or Equivalent preferred.
- Must be able to pass forklift certification.
- Valid ODL is preferred.

### Job Type:

- Full Time
- 8 Hour Day Shift, Monday to Friday

### Pay

- \$18.00 - 23.00 / Hour

### Benefits:

- |                                           |                    |
|-------------------------------------------|--------------------|
| <input type="checkbox"/> Health Insurance | • Dental Insurance |
| <input type="checkbox"/> AFLAC Offered    | • 401(k) Match     |
| <input type="checkbox"/> Life Insurance   | • Paid Time Off    |

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.