

Warehouse Associate

Job Description:

This position requires an experienced, energetic, and detail-focused individual who is responsible for all aspects of warehouse functions. Responsibilities include but are not limited to stock checks, forklift operation, shipping/receiving, packaging, organizing, assembly of products, parts, and/or custom orders. The Warehouse Associate will train others, also check quality and quantity before shipping or receiving while maintaining the warehouse in a safe and orderly fashion.

Duties and Responsibilities:

- ☐ Answer incoming calls and process orders received from customers or sales according to process.
- ☐ Locate, pull, and package materials to fill orders accurately and quickly and ship according to standard processes. Follow quality control procedures and take/upload photos.
- ☐ Re-stock bins, racks and shelves and label product storage locations according to the warehouse plan.
- ☐ Assist with maintaining inventory levels. Maintain accurate inventory counts by verifying records, files, and reports. Communicate and work closely with co-workers and inventory control members to ensure inventory levels are satisfactory.
- ☐ Receive and label incoming material accurately and promptly according to standard processes and ensure products are stored in the proper location.
- ☐ Maintain accurate, accessible, and organized information by recording, sorting, and filing documents in the designated areas.
- ☐ Must always wear PPE including hearing protection, vision protection, steel-toed shoes and other appropriate protective clothing.
- ☐ Keep the warehouse and outside yard clean and organized daily. Handle the disposal of trash in and around the facility.
- ☐ Process orders, packing slips, receivers, fill out inventory spreadsheets, print documents, fill out reports and forms, clock in/out, etc.
- ☐ Ensure that all company policies, procedures, and safety rules are being followed by yourself and others in the warehouse.
- ☐ Assist management with preventative maintenance to ensure that the equipment is serviced regularly in his/her department.
- ☐ Assist supervisor with establishing warehouse operational standards.
- ☐ Assist supervisor with preventive maintenance.
- ☐ Assist with providing proper training to new and upcoming personnel with an emphasis on proper lifting techniques. Work with team members to overcome work challenges.
- ☐ Perform different miscellaneous tasks that are instructed by the supervisor or management.



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Qualifications:

- ☐ Experience in cell tower industry preferred.
- ☐ Proficient in Microsoft Office products and able to read and decipher order documents and assembly drawings.
- ☐ Demonstrates ability to think outside the box and find alternative solutions to issues.
- ☐ Self-motivated, and can effectively utilize their time with minimal supervision.
- ☐ Have a positive & outgoing attitude, enjoy being challenged daily, and thrive in a fast-paced environment.
- ☐ Ability to operate forklift, hand truck, pallet jack and other warehouse equipment.
- ☐ Must be familiar with modern warehousing and storekeeping processes, stock inventory levels, orderly storage, shipping & receiving and optimum space utilization.
- ☐ Must be punctual, display a good attendance and is able to work at least 40 hours per week. In addition, be available to work overtime when necessary.
- ☐ Must be able to make critical decisions while following company procedures.
- ☐ Able to perform work accurately and thoroughly.
- ☐ Able to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- ☐ Able to communicate effectively with others verbally and in writing.
- ☐ Able to take care of the customers' needs while following company policies and procedures.
- ☐ Able to effectively build relationships with customers and coworkers.
- ☐ Able to identify and correct conditions that affect employee safety.

Education & Certifications

- ☐ High School or Equivalent (Preferred).
- ☐ Must be able to pass forklift certification.
- ☐ Valid Driver's License.

Physical Requirements

- ☐ This position requires Squat/kneel, bend/stoop, crawl, twist/turn, grasp, push, reach overhead and outward frequently. Must be ability to lift or move heavy products on a regular basis and stand or walk up to 10 hours per day.
- ☐ Occasional work outside in various weather conditions and work near moving mechanical parts, fumes, airborne particles, and moderate to high noise levels.

Wage:

- ☐ \$18.00 - \$27.00 per Hour

Benefits:

- | | |
|---|---|
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Dental Insurance |
| <input type="checkbox"/> 401 (k) with match | <input type="checkbox"/> Life Insurance |
| <input type="checkbox"/> AFLAC Offered | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Paid Time Off | |