

Job Title: Warehouse Worker
Department: Logistics

Follow the directions of the warehouse supervisor and/or warehouse manager. Daily tasks to include: Receive, Store, Prep, Load/Unload all types of products including model home furnishings, office furniture, and high value IT equipment. Maintain a clean and safe work environment. Assist in the management of moving equipment and materials. Must be comfortable working at variable heights.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receives incoming inventory and assist in the management of the inventory within the warehouse management system (WMS)
- Moves inventory and materials from vans or containers to storage or to other designated areas.
- Inspects inbound inventory for defects or notable damage and logs/reports issues to client.
- Assists in performing QA functions of processes and procedures to ensure contractual obligations are being performed to client/company expectations.
- Sorts and places inventory and materials on racks, shelves, in bins, vans, containers, or trucks according to predetermined sequence.
- Loads and unloads shipping containers, vans, and trucks at the direction of the warehouse supervisor, using good judgment in loading, placing, and distributing the load in vans in such a manner that the safe operation of the vehicle will not be jeopardized.
- Assembles customer orders from stock and places orders on pallets or shelves.
- Fills requisitions, work orders, or requests materials, tools, or other stock items and distributes items to other workers or departments. Completes necessary forms as required & Prepares parcels for mailing.
- Uses computer to enter records. Maintains inventory records. On occasion Compiles worksheets or tickets as required.
- Prepare equipment for lease returns, helps out on DTC.
- Conveys materials and items from vans or containers to storage or to other designated areas.
- Maintains inventory records.
- organization and cleaning of warehouse areas
- Marks materials with identifying information.

QUALIFICATIONS

- Must be able to pass a drug screen and Criminal Background Check
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to add, subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually loud. Duties require the ability to work at variable heights.
- This position *may require* periodically employee to work shifted/off hours; to include nights, weekends and holidays.

EDUCATION and/or EXPERIENCE

High School education or GED equivalent

CERTIFICATES, LICENSES

- Forklift Certification
- Valid Driver's License

