

## **Warehouse Associate – Hammond 1:00 p. m. – 10:00 p. m.**

### **Position Summary:**

Responsible for accurately and safely receiving and storing materials, processing of incoming shipments. Distributes materials, tools, equipment and products within the warehouse, ensuring accuracy and timeliness of all job functions.

### **Essential Functions:**

- Unload trucks and accurately receive merchandise, matching bills of lading to purchase orders.
- Interpret customer orders, work orders, shipping orders or requisitions to determine items to be moved, gathered or distributed and/or shipped and maintain accurate documentation and records.
- Move, sort, and identify materials and items from receiving or storage areas to shipping or to other designated areas according to predetermined sequence.
- Prepares bills of lading; checks items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
- Traces lost shipments and/or customer claims of lost shipments; initiates proof of delivery documents.
- Weigh and count items for distribution within warehouse to ensure conformance to company standards.
- Conduct daily counts of resale material and related ancillary products and report discrepancies to appropriate personnel.
- Makes deliveries in Company vehicle.
- Performs janitorial duties in warehouse and office.
- Adheres to all Company safety rules, standards, and guidelines.
- Perform other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Requires strong organizational skills and attention to detail.
- Requires the ability to effectively build rapport with both internal and external customers.
- Requires a positive attitude and ability to function both independently and in a team setting.
- Must possess strong mathematical aptitude.
- Must be able to prioritize multiple responsibilities and manage time effectively.
- Must be able to communicate in English with regard to the essential functions of the position.

### **Required Experience and Education:**

- High school diploma or GED.
- One year of prior warehouse experience.
- Valid driver's license.
- Prior forklift experience preferred, but not required.

**Physical Demands:**

- Must be able to lift, carry, push and/or pull 50 lbs.
- Requires visual, hearing, and speech acuity.
- Requires the ability to stand and walk long distances for extended periods of time.
- Exposure to extreme temperatures and elements, noise, and fumes.