



Job Description

WAREHOUSE ASSOCIATE

SUMMARY:

This position is primarily responsible for inventory management activities such as receiving, picking, packing and shipping products by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Transfers materials from dock to receiving areas.

Receive goods by sorting, verifying counts, capturing required information such as lot and date codes. Entering information into RF device or providing to account manager. Put away materials on racks, shelves, or in bins.

Pick orders to match sku and quantity as per pick ticket or RF device.

Verify order sku and quantity and securely pack into shipping package.

Weigh, mark, label and ship packages via appropriate shipping method, typically parcel or LTL.

Uses RF device or computer to enter pick pack and ship information required to update our operating system.

Operate a forklift or pallet jack when appropriate.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Technical Skills – Ability to operate a RF scanner, shipping system and computer.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and

group commitments to goals and objectives; Supports everyone's efforts to succeed; Remains open to others' ideas and tries new things.

- Cost Consciousness - Conserves organizational resources; Understands business implications of decisions; Displays orientation to profitability.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality; Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to hours of work when necessary to reach goals; Completes tasks on time.
- Initiative - Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school education; GED or equivalent; or six months related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

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.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Inventory and Order Management systems. Experience with RF or scanning is a plus.

OTHER SKILLS AND ABILITIES:

Forklift licensing and/or certification or willingness to obtain.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to hot and humid conditions.

The noise level in the work environment is usually moderate.