



Position:	Warehouse Associate
Department:	Operations-Warehouse
Location:	Varied
Reports To:	Team Supervisor/Department Manager
Supervisory Responsibility:	No
FLSA Classification :	Non-Exempt
Last Update :	7/2019

Position Summary:

This position handles all basic duties associated with receiving, pulling, and shipping activity within a logistics environment including limited-to-frequent use of battery-powered industrial equipment such as a forklift.

Essential Functions:

- Receive replenishment inventory.
- Pull inventory to fulfill customer orders.
- Prepare LTL and Small Parcel shipments for delivery in accordance with DOT regulations.
- Operate battery-powered industrial equipment.
- Read and respond to daily emails and generally engage in other communication channels.
- Maintain annual regulatory and company compliance training.
- Comply with and/or participate in occasional work projects related to task improvement.
- Maintain general knowledge of key performance indicators.
- Maintain established standards and procedures.

Education & Experience:

- High School Diploma or equivalent
- 1 year of warehousing experience preferred.

Qualifications:

- Ability to effectively communicate with Team Members
- Attention to Detail
- Computer Literacy: Basic knowledge, ability to read and respond to emails



Competencies:

For each role within our company we have a defined set of competencies that we have determine will enhance the employee's ability to perform the role efficiently. We are looking for individuals laced with these competencies to perform this role.

Company Competencies

- Customer 1st Attitude
- Adaptability
- Concern for Safety
- Integrity & Ethics
- Pursuit of Excellence/Lifelong Learning
- Teamwork

Role Competencies

- Accountability
- Attention To Detail
- Communication
- Customer Focus
- Keeps Commitments/Meets Deadlines
- Operation and Control
- Operation Processes
- Positive Attitude
- Professionalism
- Regulatory Compliance
- Relationship Building
- Time Management

Equipment Used:

Standard office equipment including phone, computer, fax, and printer/copier. Distribution equipment including but not limited to Forklift, Power Dolly, Order Picker. Shrink-wrap machine, banding machine, and Pallet Jack.



Working Environment:

The work is primarily performed in a factory or warehouse with exposure to dust, heat, cold, loud noises, fumes, and odors. May be required at times to use personal protective equipment to prevent exposure to hazardous materials in various settings. Some exposure to an office setting with a controlled environment.

Work/Schedule

Day shift, Typically Monday-Friday.

Travel:

Minimal local travel – up to 5%

Physical Demands:

The Warehouse Personnel’s physical job demands include maximum constant lift of 58 lbs. from floor to 53 inches; maximum frequent lift of 27 lbs. from floor to 75 inches; maximum occasional lift of 45 lbs. from floor to 72 inches; maximum constant carry of 58 lbs. for 5 ft; maximum frequent horizontal push/pull force of 50 lbs. at 30 inch height for 20 ft; maximum occasional vertical push force downward of 20 lbs.; maximum occasional horizontal and vertical push/pull force of 90 lbs. at 26 inch height; frequent climb of 18 inches; constant forward reach of 36 inches; constant lateral reach of 24 inches; frequent reach overhead to height of 75 inches; constant bend; occasional neck extension; frequent neck flexion; frequent neck rotation; occasional fine motor coordination; frequent hand coordination; constant balance; occasional manipulating drums; occasional sitting; constant standing; and constant walking. PDC Level: VERY HEAVY

Eligibility:

- Must be legally authorized to work in the United States without restriction.
- Must be willing to submit to a background investigation, including criminal history and motor vehicle check.
- Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

EEO Employer W/M/Vet/Disabled