

OPEN POSITION

WAREHOUSE ASSOCIATE

Essential Duties and Responsibilities

- Responsible for picking and receiving orders accurately and on time, as needed
- Assisting in all warehouse duties including material receiving, handling, inventory control and cycle counting
- Back-up in Shipping
- Other duties as assigned

Competencies

- Working knowledge of PC and Microsoft Windows environment and common office applications
- Strong communications, time management, and organizational skills
- Able to do accurate, quality work in a fast-paced environment

Required Education and Experience

- H.S. diploma (or GED equivalent), Associate degree preferred; 2+ year experience in a warehouse related environment

Personal Characteristics

- Ability to work with minimal supervision and to interact with all departments in a professional manner
- Detail-oriented
- Professional appearance: grooming and dress consistent with tasks to be performed

Working Conditions

- Overtime may be required
- Standing for extended periods of time
- Ability to lift 50-75 lbs.
- Forklift experience – obtain and keep forklift certification

Other Requirements:

- Drug Test is required