

Job Description

Position Title: Warehouse Associate - Sanford

Reports to: Warehouse Manager

Job Status: Non-Exempt

Position summary:

A Warehouse Worker, or Warehouse Associate, is responsible for carrying out the logistics of receiving, processing, storing and sending inventory according to purchase orders and shipping schedules. Their duties include loading orders onto trucks and shipping containers, organizing incoming stock and putting the appropriate labels on outgoing parcels.

Essential Functions:

- Collecting merchandise from the distribution center and safely transporting materials to the shipping bay.
- Receiving and documenting merchandise for delivery or return.
- Identifying any missing, lost or damaged materials and immediately notify the supervisor.
- Ensuring that all the merchandise is safely and securely packed and labeled for shipping.
- Managing all merchandise with appropriate care.
- Assisting with training of newly employed workers.
- Other duties as assigned.

Skills:

- Time Management – managing one's own time.
- Monitoring – monitoring/assessing performance of yourself to make improvements or take corrective actions.
- Active Listening- Giving full-attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking- talking to others to convey information effectively.
- Excellent verbal and written communication skills required.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

Attributes:

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Written Comprehension - The ability to read and understand information and ideas presented in writing.

Experience and Education:

Passion for sharing knowledge. Prior experience working in a warehouse setting. *Experience in the cabinetry industry is preferred. High School diploma or equivalency.*

Physical Demands:

Action	Rarely	Occasionally	Frequently
Stand			X
Walk			X
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch or crawl			X
Talk or hear			X
Taste or smell	X		
Lift up to 10 pounds			X
Lift up to 25 pounds			X
Lift up to 50 pounds			X

While the company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlines, within the sole discretion of the Company, at any time, with or without advance notice.

Human Resources Name	Human Resources Signature	Date
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date