

September 26, 2013

JOB DESCRIPTION – WAREHOUSE WORKER/ORDER FILLER

The warehouse worker will increase operational efficiency and company profitability by quickly and accurately pulling orders to be picked up or shipped out, assisting with the receiving of incoming product, and maintaining inventory by regularly restocking the shelves and performing cycle counts.

Job Duties:

- Pull and organize orders for customer pick-up and prioritize orders according to the level of urgency as determined by the sales staff.
- Prepare orders to be shipped out by truck line or UPS/FedEx Ground in time for the orders to ship out the same day whenever possible.
- Assist the receiving manager with incoming product by receiving purchase orders into inventory, applying Item ID labels, and storing new product in the correct location.
- Validate the integrity of inventory quantities by accurately completing cycle counts and put-away reports, and by reporting any other inventory discrepancies to the warehouse manager.
- Operate a forklift safely and efficiently.
- Assist in keeping the facility clean, neat, safe and secure.
- Move returned and warranty inventory to the correct location according to the discretion of the sales staff and warehouse manager.
- Present a neat and professional image
- Communicate clearly and effectively with the warehouse manager, sales staff, warehouse staff, customers, and all other employees.
- Follow company policies and procedures.
- Perform other duties as assigned.
- Be familiar with Motorola MC9190 Wireless handheld scanners and be willing and able to learn the Epicor Prophet 21 application of put-away, picks, cycle counts, and bin moves

Job Requirements:

- Accuracy and attention to detail...with a built in discipline
- Ability to pull the correct product by cross-referencing part numbers and working with and understand basic inventory, warehousing and stocking procedures.
- Ability to work independently without supervision, to maintain a consistent level of self-motivation, and to discern when direction from a supervisor is appropriate and necessary.
- Increase level of urgency in performing crucial tasks during peak hours of business each day and peak seasons throughout the year.
- Work respectfully and efficiently with others using written communication, listening skills and verbal skills.
- Ability to perform simple math operations (addition, subtraction, multiplication and division)



- Manage time and multiple tasks effectively, and report to the warehouse manager when necessary to identify and prioritize tasks.
 - Problem-solving and analytical skills
 - Basic computer and keyboarding skills
 - Physically fit to stand/walk for duration of work hours and move heavy materials up to 100 lbs. with the aid of other warehouse employees and equipment when necessary.
 - Pass a drug screen and background check.
-
- Education: Associates degree/Bachelor's degree preferred
 High school diploma/GED required
 - Experience: Minimum 1 year in similar position preferred
 Minimum 2 years of full time work experience preferred