

POSITION DESCRIPTION

Position: Warehouse Associate
Classification: Full-time
Starting Range: \$17 - \$20 / hour

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Position Summary

The Warehouse Associate is responsible for all activities related to fulfilling customer orders, packing, shipping, receiving, loading/unloading, and stocking parts and equipment. This position is a leading contributor to the overall cleanliness and appearance of the physical plant.

Essential Functions

- Fulfill orders by pulling parts, packing boxes and shipping packages expediently and accurately
- Load and unload all equipment shipments and store the equipment on the lot efficiently.
- Assist in staging/preparing equipment for service and repair.
- Check in and accurately label all parts orders
- Immediately communicate all inventory shortages to purchasing department
- Control quality by reporting damaged inventory to purchasing department
- Assist with yearly inventory count
- Monitor and schedule maintenance and repair of warehouse equipment
- Mow, trim, remove snow and maintain the property
- Gather and remove trash for the entire building
- Maintain a clean, safe work area and adhere to all safety procedures

Qualifications

- Excellent interpersonal skills and the ability to communicate and negotiate with people at all levels
- Exceptional problem solving and critical thinking skills; able to balance multiple priorities and demands simultaneously
- Basic computer skills including the ability to use Microsoft Outlook and operate industry-specific software

Special Considerations

- Fast paced work environment where customer service is the number one priority.
- This position reports to the General Manager, Brad Funkhouser, and works closely with other warehouse associates and parts managers; this position has frequent contact with customers, vendors and delivery personnel
- Most often, work is performed in an indoor warehouse, however outdoor work is frequently required, sometimes in adverse weather conditions including extreme cold and heat.
- In general, work occurs during regular business hours, Monday - Friday; however work outside normal hours, including overtime and weekend hours are required during peak seasons and to meet deadlines
- The demand of this position often requires a high level of physical endurance. Work is medium to heavy requiring a minimum exertion of 50 - 75 lbs. of force occasionally and 10 - 25 lbs. of force frequently to lift and move objects.
- Noise level associated with this position is usually moderate but can fluctuate between being occasionally quiet and sometimes very loud.
- While performing the requirements of this job, employee is required to walk and stand for extended periods of time. Reaching, bending, stooping, kneeling, crouching are also frequently required.
- Feeling, handling and grasping with the hands when handling small parts is required
- Must be able to climb stairs and use a stepladder

Pay and Benefits

- Starting pay range \$17 - \$20 per hour commensurate with skill and experience
- Benefit package includes: Medical, Dental, Vision, FSA, Life, Short-Term Disability, 401(k) with Employer Match, PTO (19 days to start), Boot Allowance