

Job Title: Warehouse Operations
Department: Warehouse

Status: Full-time, Hourly, Non-Exempt
Reports to: Warehouse Manager

Position Summary: Warehouse Operations is responsible for the daily operations of the warehouse regarding shipping and receiving of all items for the company and clients

General Purpose: Ensure accurate inventory, receipt, and delivery of all warehoused assets

Essential Functions:

- Shipping, receiving, loading and unloading trucks using safe lifting practices, pallet jacks, and when necessary, operating forklift
- Maintain accurate inventory through established processes and systems
- Coordinate with shipping vendors (UPS and FedEx) to resolve issues with shipments
- Respond in a professional, courteous, and timely manner to inquiries regarding items in warehouse and shipments
- Acquire shipping quotes for clients and associates for shipments with specific time-sensitive schedules and/or delivery and pickup locations
- Process appropriate paperwork for shipments based on shipping method and client and vendor requirements
- Coordinate with all Company internal teams pulling, staging, and prepping items for events, loading and shipping items, and unloading and returning items back into stock after events
- Help keep the warehouse clean, neat and orderly by making sure that things are placed in the appropriate locations in the warehouse
- Mount and balance tires, as requested
- Other duties, tasks, and projects as assigned

Essential Skills & Experience:

- High School Diploma or GED
- 2 Years' Experience in Warehousing, Shipping and Receiving
- Proficient Computer Skills required, including Excel
- Strong interpersonal skills, ability to effectively communicate with associates and vendors
- Excellent organizational skills – ability to manage multiple projects simultaneously
- Ability to adapt, alter focus and adjust to the ever-changing warehouse environment
- Problem-solving skills
- Honesty, integrity
- Ability to function in a physically demanding, non-climate-controlled environment; lifting required.

Nonessential Functions, Skills & Experience:

- Experience working with Inventory Software preferred
- Experience operating large vehicles (i.e., box truck and other non-CDL required vehicles) preferred
- Experience operating Power Industrial Trucks (i.e., forklifts) preferred

Physical Demands & Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hands to finger, handle, or feel objects, keyboards, office equipment, reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, talk and hear. The associate must occasionally lift up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: The noise level in the work environment is usually moderate. Temperatures within the warehouse fluctuate based on weather as the warehouse is not climate controlled. This position also works outdoors throughout the year.

THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY ASSOCIATE'S STATUS AS AN AT-WILL EMPLOYEE. ACCORDINGLY, EITHER THE COMPANY OR THE ASSOCIATE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT NOTICE.