

Warehouse Associate

Department: Warehouse

Reports To: Warehouse Manager

Created Date: November 15, 2022

Job Summary: The Warehouse Associate is responsible for daily tasks within the warehouse and ensures quality is implemented, maintained, and continually improved. This position will help us understand all warehouse operations and perform at the highest levels to exceed customer expectations.

Duties and Responsibilities:

- Knowledge of internal and external customer requirements.
- Adheres to procedures required for materials documents and shipping and receiving documents.
- Initiate action to prevent the occurrence of any nonconformities relating to the product, process, and quality system as part of the preventive action activities
- Read and understand pick ticket instructions and detail
- Prepares stock for shipment by identifying, picking, packing, crating, loading, and securing product
- Put stock away and do stock adjustments as needed
- Uses tools and is responsible for their accountability
- Maintains area machines and equipment used in shipping and receiving
- Resolves any material needs, solving material problems and inventory control issues as they arise
- Updates computer generated inventories and documents
- Handle Will-Calls
- Re-spool wire
- Ensure micrometers, spark testers, and scales are certified and up to date before use
- All other duties as assigned

Knowledge, Skills & Education Required:

- Strong communication skills.
- Ethical conduct
- Problem Solving/Analysis
- Initiative
- Technical capacity
- Dexterity and attention to details
- Organizational skills
- Ability to meet the physical demands of the job.
- Must have a High School Diploma or GED.

This Job Is:

- A job for which military experienced candidates are encouraged to apply

Work Environment: Clean, safe, warehouse environment.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties, responsibilities, and activity may change, or new ones may be assigned at any time with or without notice.