

JOB DESCRIPTION

POSITION: GENERAL WAREHOUSE ASSOCIATE

REPORTS TO: WAREHOUSE MANAGER

Responsibilities:

1. Pulls picking tickets accurately and in a timely manner.
2. Restocks shelves correctly; maintains bin locations and labels; returns stock to proper locations.
3. Assists sales staff in locating parts.
4. Prepares orders for shipment by boxing and labeling items accurately.
5. Operates wire machine according to procedure.
6. Operates forklift to move pallets and other heavy materials.
7. Gives will call orders priority over regular picking tickets.
8. Keeps shipping area, warehouse aisles and walkway, pipeyard and parking lot clean and free of any safety hazards.
9. Assists the sales counter associates on the sales counter when needed and works Saturday when scheduled.
10. Performs any special truck runs as necessary and adheres to the responsibilities of the Driver Job Description.
11. Assists in any and all warehouse duties on an as-needed basis.

Qualifications Required

- A. High school graduate or equivalent.
- B. Excellent interpersonal and customer relations skills.
- C. Basic computer skills.
- D. Valid driver's license and approved motor vehicle record.
- E. Forklift certification.
- F. Detail-oriented.
- G. Ability to work independently with little supervision.
- H. Good physical condition with the ability to lift 50 lbs or more
- I. Ability to reach and stretch without personal injury