



WAREHOUSE MATERIAL HANDLER:

Fast paced Truck Equipment Shop has immediate Full-time Opening for an associate in our warehouse/yard.

Summary:

Verifies and keeps records on incoming and outgoing shipments, make sure all proper transactions are done, and systems are kept up to date, and prepares items, for the shop on shipment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manage inventory including receiving, verifying product counts, and maintaining inventory organization
- Contribute to lean inventory and communicate any excess inventory issues
- Package and palletize product for shipping
- Operate forklift to load or unload trucks as needed
- Assemble and fill orders to be shipped to customers
- Label and pack shipping documentation with shipments
- Label incoming parts/components and place inventory in assigned storage areas
- Ensure warehouse/equipment is maintained on a regular basis
- Ensure parts/components are stored in proper inventory places
- Report any inventory inaccuracies to the Purchasing and Materials Manager
- State and deliver parts and components on assigned job orders proactively and on time to assigned technicians in service shop
- Communicate with Service Coordinator, Warehouse Coordinator, Parts Specialist, and Purchasing & Materials Manager regularly about upcoming jobs for component and parts needs
- Assist delivery drivers as needed
- Maintain exemplary housekeeping in warehouse
- Maintain smart and safe work practices at all time.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Order processing, Manufacturing software

Certificates and Licenses:

Forklift license required to operate fork lift.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; and outside weather conditions. The noise level in the environment is moderate.

Physical Demands:

The physical demands 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.

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 10 pounds. The employee is frequently required to lift up to 25 pounds. The employee is occasionally required to lift up to 50 pounds. The vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

We offer a competitive wage and benefits package including:

- Health, Vision and Dental Insurance
- Life & Disability Insurance
- 401K with company match
- Paid time off