

POSITION DESCRIPTION

Job Title Warehouse Worker

Reports To Branch Manager

Job Purpose / Performance Outputs:

Fills customer orders by receiving, pulling, packing and shipping product and parts

Essential Functions Performed: (Other functions/tasks may be required besides those listed)

- Loads and unloads trucks
- Receives inbound UPS shipments; verifies, counts and passes out product to the correct people and departments
- Receives items for stock and puts stock away and checks stock as needed
- Checks in product and puts into designation locations
- Pulls UPS orders and packs them for shipment
- Pulls SO's to build up kits and transmissions
- Pulls gears, PTO's and parts for shop jobs
- Provides building maintenance and housekeeping
- Handles branch transfers, inquiries and write ups
- Maintains warehouse safety requirements and acceptable housekeeping
- Maintains inventory of warehouse and shipping supplies

Core Job Competencies (skills, knowledge, abilities) Required:(Others may be required)

- * Basic level of mechanical aptitude
- * Fork lift operator skills and knowledge of other material handling equipment
- * Attention to detail
- * PC knowledge (NDS and windows)
- * High work standards
- * Leadership skills
- * Problem-solving skills
- * Knowledge of company products and parts
- * Knowledge of company inventory management system
- * Communication skills - both verbal and written

JOB PREREQUISITES (needed upon job entry) Position: Warehouse Person

Minimum Education Level, Type, Certification :

High School Diploma or equivalent GED

Specific Experience - Amount and Type:

1 to 2 years minimum warehouse experience

1 to 2 years UPS packing experience

1 year minimum fork lift operation experience / material handling equipment

JOB CONDITIONS / REQUIREMENTS - Hours, Travel, Physical, Tools, etc.:

Warehouse environment and operating material handling equipment

Regular day work hours

Forklift Certification