



Position Title: Warehouse Associate

Reports To: Jalen McDonald, Warehouse Manager

Job Summary

We are looking for a reliable Warehouse Associate to ensure the accurate and timely delivery of products. You will operate warehouse equipment to build and send appropriate orders. This position includes put away and picking from a cherry picker. This position must be always on time and able to work long hours on their feet. This role requires strength and stamina to handle 40–60-pound boxes, one right after the other.

Responsibilities

- Responsible for the efficient and safe operation of a motorized lift vehicle to pull products based on company needs.
- Receive and check incoming pick tickets.
- Locate products using technology.
- Retrieve orders according to quantity, size etc. ensuring accuracy.
- Build pallets with orders and position them to loading docks.
- Wrap orders before loading on trucks.
- Re-stock inventory manually or with warehouse equipment
- Keep records of completed orders.
- Maintain equipment and report on malfunctions.
- Adhere to health and safety policies and quality standards.
- Responsible for assisting in cleaning and upkeep of facility.

Requirements and Qualifications

- Operator must be certified to operate, set-up, and maintain the lift. We will train employees on site to set them up for certification if needed.
- Proven experience as order picker or other warehouse position is preferred.
- Experience or certification in handling forklifts, pallets jacks, and other warehouse equipment
- Experience in RF devices
- Able to read and write in English
- Great attention to detail
- Diligent and punctual
- Good physical strength and stamina
- Hand-eye coordination
- Mechanical skills
- Ability to exhibit teamwork and ensure task are seen through to completion.

Compensation and Hours

- This position starts at \$17 an hour
- Shift is 8:30 A.M. – 5:00 P.M.