

Job Description

Business: ABD
Job Title: Warehouse Associate II
Department: Logistics
Reports to: Warehouse Manager
Job Type: Hourly – Job Code BD0037

POSITION SUMMARY:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Accurately pulls, stages and loads merchandise for warehouse and third party deliveries
- Conducts efficient, friendly and timely will calls, for customers.
- Responsible for cleanliness of interior and exterior of warehouse
- Responsible for upkeep of equipment and reporting of equipment problems
- Responsible for executing all safety protocols related to the warehouse
- Maintains active forklift certification.
- Maintains an orderly warehouse
- Accountable for accurate receiving and shipping paperwork preparation
- Assists in the connection of wire and cords, overall prep of certain products / jobs
- Ethics: Treats people with respect and keeps commitments. Inspires the trust of others. Works ethically and with integrity. Upholds organizational values.
- Diversity: Demonstrates knowledge of EEO policy. Shows respect and sensitivity to cultural differences. Educates others on the value of diversity. Promotes a harassment-free environment. Builds a diverse workforce.
- Attends training seminars and classes as required/requested.
- Performs miscellaneous duties as required.

EDUCATION and/or EXPERIENCE

- High School Diploma or equivalent
- Six months to one year experience in warehouse operations.
- Valid drivers' license
- Experience and ability to drive both standard and automatic transmissions.
- Forklift certified.

LANGUAGE SKILLS

- Demonstrated communication skills
- Demonstrated ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrated ability to read and write in English
- Demonstrated ability to read complex model numbers

PHYSICAL DEMANDS

- Ability to lift 50 lbs
- Ability to move heavy objects (up to 700lbs) with proper equipment

Reviewed with associate by hiring manager: _____