



JOB DESCRIPTION

Job Title: Warehouse Operations	Status: Full-time
Department: Warehouse	Reports To: Warehouse Manager
Revision Date: October 20, 2024	

Position Overview

The Warehouse Operations role is responsible for receiving products, filling customer orders, arranging for outbound product shipments and putting stock away in a manner that meets company standards for safety, security, and productivity. This role is also responsible for ensuring that all products are free from damage, and that the quantity, quality, labeling, and addressing of orders corresponds to customer specifications or other requirements.

Essential Job Functions

- Unload and load products in an efficient and safe manner
- Receiving:
 - Physically count items on packing list/BOL, inspect packages for damage prior to signing for receipt with carrier
 - Determine appropriate bin location to receive items in inventory
 - Safely unpack items, and place in preferred or alternative location using appropriate material handling equipment
 - Receive product into NetSuite against Purchase Order
 - Report any discrepancies to Purchasing
 - Scan packing list and attach to item receipt or purchase order in NetSuite
 - All items must be received within NetSuite the same day they are physically received
- Inventory Management:
 - Ensure all inventory is stored in a safe, neat and orderly manner
 - Ensure all inventory is stored in the preferred or approved alternate bin locations
 - Ensure all bin locations are clearly marked
- Outbound Shipping:
 - Ensure accuracy of items picked compared to items on pick ticket
 - Ensure proper and accurate packaging of all items
 - Schedule shipment with appropriate carrier
 - Ensure packing list is enclosed with all shipments
 - Ensure proper shipping label is affixed to shipping package
- Material Handling and Packaging Equipment Use and Maintenance:
 - Perform a safety check prior to using any material handling or packaging equipment
 - Inform General Manager of anything requiring maintenance or repair
 - Do not use any equipment that needs repair or is not safe to operate
- General warehouse housekeeping:
 - Place garbage and recycling in appropriate receptacles as items are being unpackaged
 - Sweep floors at the end of the day at minimum



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- Replace all warehouse tools to their designated area at the end of each day; carts, brooms, material handling equipment

Non-essential Job Functions

- Balance, execute and prioritize both routine and analytical tasks.
- Maintain a well-organized and professional work environment.
- Remain motivated and open to learn and take directions.
- Other duties as assigned.

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 equivalent and minimum 2 years of warehousing/material handling experience required

Language and Written Ability

Ability to read, analyze, and interpret documents containing part numbers and location numbers. Ability to clearly communicate questions and identify and communicate safety concerns. Ability to clearly communicate in English.

Math Ability

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills

Must be able to navigate web browsers, proficient in Microsoft Office products including Outlook, and able to adapt and use the Company's computer system and carrier websites.

Reasoning Ability

Ability to adapt to challenging situations as well as have the ability to balance, execute and prioritize both routine and analytical tasks. Ability to define problems, collect data, establish facts, and draw valid conclusions. Willingness, capability, and determination to solve problems and participate in team problem-solving and negotiations.

Computer Skills

Must be able to navigate web browsers, proficient in Microsoft Office products including Outlook, and able to adapt and use the Company's computer system and carrier websites.

Certificates/Licenses Required

Must have applicable material handling certification prior to the use of any equipment.

Other Skills/Abilities

- Ability to be a self-starter who is independent and proactive



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- Ability to be a high-energy problem-solver who handles pressure well while maintaining professionalism
- Ability to self-motivate, and ability to consistently deliver high-quality work product
- Ability to work in a team environment with a positive "get it done" attitude
- Ability to thrive in an environment in which one must play multiple roles to support the organization
- Ability to learn safety rules and regulations related to warehouse operations
- Must follow proper lifting techniques

Supervisory Responsibilities

This job will not have supervisory responsibilities.

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.

Work environment consists of an indoor, climate-controlled atmosphere. Noise level in the office is quiet to moderate. Noise level in the warehouse is moderate and occasionally loud.

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.

Must be able to regularly lift and/or move object 10-50 lbs. and/or move objects that weigh more than 100 lbs. Sitting or standing for extended periods of time, with the requirements to walk, stoop, crouch or crawl, reach with hands and arms, dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and talk/hear. Occasionally required to climb or balance. Specific vision abilities required by this job include close vision and ability to adjust focus.

Travel

This position is not required to travel.

NOTE: This job description is not intended to be all-inclusive. Employee may be required to perform other related duties as negotiated to meet the ongoing needs of the organization.

Manager Signature:		Date:	
Manager Name:			
Employee Signature:		Date:	
Employee Name:			