
WAREHOUSE CLERK

Hours: Monday – Friday; 8:00am – 5:00pm + Saturdays 8:00am – 1:30pm

Overtime is available and sometimes required and may consist of either coming in early and/or staying late

Status: Fulltime / Hourly

Purpose:

Responsible for the pulling, packing; counting, sorting; labeling, bagging, tagging; loading, unloading; handling and stocking of materials and parts.

Ideal Candidate:

Has both Shipping & Receiving experience, and is able to operate a Stand-Up Order Picker in a racking system warehouse.

Is safety conscious; has a Can-Do attitude/Team-Player mentality; and has good listening and time management skills.

Requirements:

- High School Diploma or equivalent preferred
- Can communicate well in English (read/write/speak)
- Minimum 2 years Shipping/Receiving experience that includes: sorting, counting and the movement of materials and parts
- Able to use the following industrial equipment: Stand-Up Order Picker and Sit-Down Forklift
- Is computer literate: able to use email, print labels, help invoice shipments and maintain spreadsheets
- Has experience with Federal Express, UPS WorldShip, USPS and LTL Trucking shipments
- Can lift heavy objects by hand
- Able to lift/carry/push/pull up to 50 lbs.
- Has strength and Stamina needed to routinely pick up and move heavy objects
- Good listening and follow through skills; is able to follow oral instructions
- Requires attention to detail and the ability to multi-task with a high level of accuracy
- Good math skills necessary to count and bag order items
- Familiarity with WMS software preferred, but not required
- Must be able to work daily overtime if needed.
- **Regular attendance and punctuality are required!**

Responsibilities:

1. Operates Order Picker and Sit-Down Forklift, or other industrial equipment to assist in loading/moving items
2. Identifies, pulls, sorts, counts, labels and transports material to be stored or shipped
3. Loads and unloads materials onto or from vehicles, pallets, trays, racks, and shelves by hand
4. Expected to ship/receive an average of 80-100 packages a day
5. Reads pick tickets to ascertain the correct materials/containers to be moved, pulled or packed
6. Uses compressed air staple gun and tape dispenser
7. May operate Sealed-Air foam making/packaging machine
8. Assembles crates and cartons that will be used to contain parts/products
9. Assists with inventory control and cycle counting when needed
10. Supports and follows warehouse safety guidelines and industrial truck safety
11. Keeps work area clean
12. Performs other warehouse duties as assigned