

Warehouse Associate I

Job Summary:

Receives, stores, and distributes material, equipment, and products within the company by performing the following duties.

General Responsibilities:

- Reads customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Conveys materials and items from receiving or production areas to storage or to other designated areas.
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Fills requisitions, work orders, or requests for materials or other stock items
- Assembles customer orders from stock and places orders on pallet or shelves, or conveys orders to packing station or shipping department
- Marks materials with identifying information
- Opens bales, crates, and other containers
- Records amounts of materials or items received or distributed.
- Uses computer to enter records
- Compiles worksheet or tickets from customer specifications
- Perform annual audits and periodic cycle counting
- Prepares parcels for mailing
- Maintains inventory records.
- Other duties as directed

Competencies:

- Familiar with excel and word documentations

Physical Demands:

The physical demands described within the Responsibilities section of this job description 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. While performing the duties of this job, the employee is regularly required to be independently mobile and may have to lift up to 40 pounds. The employee is also required to interact with a computer, and communicate with peers and co-workers.

Disclaimer:

It is the policy of Janteq Corp. to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Janteq Corp. will provide reasonable accommodations for qualified individuals with disabilities.