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## JOB DESCRIPTION

<b>Position:</b>	Warehouse Associate	<b>FLSA:</b>	Non-Exempt
<b>Reports To:</b>	Warehouse Manager	<b>Location:</b>	Warehouse

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## SUMMARY OF POSITION

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This position assists Warehouse Manager to order, store, pick, and delivery material to job sites.

In this position, you:

- Prepare and complete orders for delivery or pickup according to schedule
- Assist unloading trucks and checking materials for jobs
- Perform inventory controls on stock
- Maintain equipment and tools needed for field operations
- Delivery and pickup materials and equipment from jobsites
- Keep a clean and safe work environment and optimize space utilization
- Communicate with field supervisors and project managers on material and equipment needs

## JOB REQUIREMENTS

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Warehouse Associate Qualifications:

- High School Graduate or have GED
- Good organizational and time management skills
- Must be able to follow specific directions
- Perform a variety of duties which may often change
- Work within standards of accuracy
- Repeat tasks of short duration according to a set procedure
- Evaluate information using measurable standards
- Forklift license a plus
- Good mechanical skills a plus
- Drivers license and good driving record

## PHYSICAL REQUIREMENTS

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High physical effort required to lift and carry material weighing 50-100 lbs, lift 25-30 lbs repetitively; ability to see well (naturally or with correction); ability to stand/walk for long periods, stoop, kneel/crouch, crawl, and climb up/down ladders.

## ENVIRONMENTAL REQUIREMENTS

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Inside average warehouse environment. Proper safety equipment required.