

Job Title: Warehouse Technician - Carmi 1309

Report To: Warehouse Supervisor

Department: Carmi 1309 Production Support

Summary: To perform receiving, shipping and warehouse functions

Supervisory Responsibilities: None Other skills and abilities: N/A

Other qualifications: N/A

Essential Duties and Responsibilities:

1. Helps receiving on the dock
2. Performs receiving inspections when required
3. Ensure stock rotated to provide First In First Out rotation
4. Check POs to incoming Packing Lists to verify quantity, part #, & damage
5. Unloads all incoming trucks (except steel and brick deliveries)
6. Helps create bin locations and coordinates stocking all inbound inventory within 24 hours of receipt.
7. Maintains dock area to maximize storage and also allow access to bins.
8. Handle physical count of inventory
9. Pick parts for other department technicians to build
10. Return completed build products to inventory area
11. Cleanup of inventory area (forklift license will be a requirement).

Other Responsibilities: Any other duties required by Management or Supervision.

Measurement of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: 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 and/or experience: High School diploma or general education degree (GED); or, six months related experience and/or training; or equivalent combination of education and experience.

Language skills: This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write routine reports and correspondence.

Mathematical Skills: This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

Computer skills: This job requires the individual to have general computer knowledge, as well as, knowledge of accounting software; goldmine contact management software, Microsoft Access software, Microsoft Excel software, and Microsoft Word software.

Certificates, licenses, registrations: A valid driver's license and insurability are strongly preferred.

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.

While performing the duties of this job, the employee is regularly required to sit, talk, see, and hear. The employee is regularly required to stand and/or walk on concrete. The employee is regularly required to lift and/or move up to 30 pounds. The employee is occasionally required to use hands to finger, handle, or feel and reach with arm and hands.

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.

The noise level is usually moderate. The employee is required to drive a fork lift.

Authorities for decision making: N/A

Candidate Requirements / Attributes: N/A

Dimension of the Position: N/A

Problem Solving Characteristics: N/A

Demands for Influencing: N/A

Updated 07/18/2018

Approved by: Greg Gibbs