



**Job Description:** Warehousemen

This position requires the ability to perform various responsibilities that will/may vary depending on the work location and previous experiences, how workload is balanced out, effort put into learning, dedication and ability to think outside the box and multitask.

This position will support the Material Coordinator, client Purchasing Department, and construction companies within the complex by ensuring we are managing and delivering inventory in an expedient manner and organizing staging areas in a way that provides a clean and prideful place to work. Additionally, the position will assist with Inventory related tasks.

**Core Responsibilities:**

- You will be responsible for ensuring that all warehouse functions are completed accurately and on time
- Ensuring the accuracy of all shipping/receiving documents and maintaining all records relative to shipping/receiving activities
- Assuring that shipping/receiving counts match picking/purchase order documents and assisting in resolving any discrepancies
- Picking orders to be shipped, ensure proper labels and paperwork have been applied before shipping
- Verifying (recounting) orders received by others to ensure accuracy of incoming merchandise
- Utilizing material handling equipment, safely and efficiently, to transport product to shipping locations or delivery platforms and ensuring orders are staged in order of delivery

**Qualifying Experience:**

- General knowledge of math, reading, basic accounting, typing, etc.
- Prior experience working in a distribution center a plus
- Able to work in a fast paced, team environment
- Must be willing to learn how to use new equipment WMS Technology
- Must adhere to all safety rules and requirements

- Must be available to work all overtime hours

MUST HAVE PRIOR EXPERIENCE IN PURCHASING and/or WORKING WITH VENDORS AND SUPPLIERS. Experience in Inventory, Production, Distribution, Lean Manufacturing, etc a plus.

Other necessary qualifications include:

Ability to understand basic math and measurements

- Reliable Transportation
- Work schedule varies in accordance with the project
- Able to meet all of the Physical Demands listed below

**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. While performing the duties of this job, the employee is regularly required to talk; listen; stand; walk; touch; type and reach with hands and arms. This position requires the ability to occasionally lift lanterns and products, up to 50 pounds, and climb up/down a ladder. This position requires the employee to work in non-air conditioned warehouse.