

WAREHOUSE ASSISTANT JOB DESCRIPTION

Summary of Qualifications

This individual is responsible for maintaining warehouse support in pulling, cleaning, and staging product for shipment along with shipping and receiving product to and from vendors.

Job Responsibilities

- Receive, count stock items, and record data manually or using computer
- Cleaning products inside and out to prepare for shipment to our customer
- Verify inventory by comparing them to physical counts of stock and investigate discrepancies or adjust errors
- Store items in an orderly and accessible manner in warehouse
- Prepare outgoing shipments to vendors or customers
- General maintenance within the warehouse and showroom
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations

Other Qualifications

- Ability to multi-task, yet focus on specific projects, meeting established deadlines
- Strong communication skills
- Attention to detail
- Commitment to safety
- Ability to lift over 70 pounds repetitively
- Forklift certification a plus

Hours: Full Time Position – 8:00am to 5:00pm, Monday through Friday

Hourly Wage: To be determined based on candidate experience and ability