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## Warehouse Stores Person

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### **Overview:**

The Warehouse Stores Person is responsible for picking, packing and shipping product.

### **Responsibilities:**

- Pick, pack, and ship product
- Operate forklift equipment to load/unload trailers and reposition product in facility
- Daily inspection of forklift equipment to ensure optimum condition is maintained. Report any deficiencies to Lead Hand.
- Scan out materials using handheld scanners
- Assist customer employees and maintain good relationships
- Daily cycle counts to ensure min/max levels are maintained
- General housekeeping,
- Monthly inspection of facility to maintain safe worksite
- Emergency after hours call out
- Vacation or illness relief at other area locations
- Other duties as required

### **Expectations:**

Company information should be treated in a highly confidential manner. You have specific responsibilities and are expected to use your knowledge and skill to make a positive contribution to our corporate goals.

- Possess strong communication skills, be able to multitask and work under minimal supervision.
- Be able to work and thrive in a fast-paced team environment; be energetic; pleasant and willing to learn.
- Commit to new initiatives and programs that promote continual improvement and efficiency.
- Foster a safe work culture for all procedures, including but not limited to:
  - wearing PPE if required.
  - reporting all injuries, claims or near-misses, unsafe or hazardous conditions.

**Requirements:**

- Previous forklift experience with valid certification. Sit-down counterbalance plus stand-up reach truck preferred
- Must be bondable
- Good computer skills with some knowledge of Microsoft Office programs, IMS, TMS and SAP
- Flexibility for some travel to other warehouse locations
- Comfortable working independently, making decisions and resolving problems.
- Good interpersonal skills to maintain a positive relationship with coworkers and customer personnel