Warehouse Stores Person

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 Warehouse Supervisor.
- Scan out materials using handheld scanners.
- Cycle counts to ensure min/max levels are maintained.
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- Assist customers, employees and maintain good relationships.
- Daily cycle counts to ensure min/max levels are maintained.
- Cross-training within the warehouse.
- General housekeeping.
- Monthly inspection of facility to maintain safe worksite.
- Coverage in the yard on an as needed basis.
- 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:

- 1 – 5 years of previous forklift experience with valid certification. Sit-down counterbalance plus stand-up reach truck preferred.
- 1 year of experience in scanning, cycle counts, and maintaining inventory records.
- Proficient in both verbal and written English, demonstrating exceptional communication skills to effectively engage with stakeholders and external teams.
- Good computer skills with some knowledge of Microsoft Office programs, IMS, TMS and SAP
- Comfortable working independently, making decisions and resolving problems.
- Good interpersonal skills to maintain a positive relationship with coworkers and customer personnel