

<b>Job Title:</b>	Warehouse Associate	<b>Job Category:</b>	Hourly
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>	Fort Myers	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Kurt Englund	<b>Date posted:</b>	

## Job Description

**Job Summary:** This position helps to facilitate the receiving, storage, picking and distribution of products. Must be able to perform all duties in accordance with organizational policies and applicable governmental laws and regulations.

**Hours:** Monday – Friday, must be available between the hours of 7:00am and 4:00pm for an 8 hour shift. May require extended hours and weekend work as needed. Expected to take 1 hour lunch each day.

Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at any time. The following tasks/responsibilities are typical of the position but are not all encompassing. Each person is expected to help out in whatever duties are required to deliver a quality product on schedule.

### Tasks & Responsibilities:

1. Always use a Safety First (PAUSE) approach to all work performed.
2. Monitor inventory levels and coordinate with manager to maintain stock levels.
3. Receiving or inventory from local vendors and oversee accuracy of shipments.
4. Unloading of freight trucks.
5. Put away new product.
6. Conduct weekly inventory counts.
7. Picking product for daily orders.
8. Loading of trucks.
9. Consult with manager and co-workers to resolve problems in areas such as equipment, performance, output quality, or work schedules.
10. Assisting Facilities Coordinator with upkeep of the building & property: Grounds cleanup and maintenance, parking lot, and interior/exterior of building.
11. Work safely and efficiently in high paced environment.
12. Other duties as assigned.

### Relationship to others:

The Warehouse Assoc. reports directly to the Warehouse Supervisor in Fort Myers Production Housing department and may work closely with other managers and with internal support staff. Optimally, over time the Warehouse Assoc. will have increased opportunity and assume increased responsibility for meeting department’s needs and expectations. It is therefore necessary that the Warehouse Assoc. maintain a satisfactory client relationship, relating to vendors, clients and fellow team members in a mature, thoughtful, professional and pleasant manner. Minimally, the Warehouse Assoc. must display a demeanor that exhibits our Mission Statement and Core Values, as well as show empathy, patience, understanding and a genuine interest in others.

**Required Skills/qualifications:**

- **Communication Skills** – The ability to write clearly, succinctly and understandably. The ability to effectively communicate, build a rapport and relate well to all kinds of people.
- **Personal Accountability** - A measure of the capacity to be answerable for personal actions. Accepts personal responsibility for the consequences of personal actions; avoids placing unnecessary blame on others.
- **Teamwork** - The ability to work effectively and productively with others. Shares responsibility with team members for successes and failures; keeps team members informed regarding projects.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Time Management** - Managing one's own time.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** - Considers the relative costs, benefits, impact or consequences of potential actions to choose the most appropriate one. Ability to make decisions in a timely manner.
- **Knowledge of computers and relevant software applications** - Proficient in MS Word, Excel, MS Outlook and the Internet Explorer.
- **Dependability**—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

**Working Conditions:**

- May require outside work in cold or hot weather; may require work in awkward or cramped positions and sometimes required to work in high places.
- Will require heavy work (lifting greater than 25 pounds).

**Education and Formal Training:**

- High School diploma or GED required.

**Experience:**

- Warehouse Experience preferred.
- Knowledge of the HVAC industry a plus!

**Materials and Equipment Used:**

- Office Equipment, Personal Protective Equipment, Bar Code Readers, Hand Held Scanner, Forklifts

**Affirmative Action / Equal Opportunity Employer - M/F/D/V - DRUG FREE WORKPLACE**

		Date:	
Approved By:		Date:	
Last Updated By:	Kurt Englund	Date/Time:	4-25-17