



southwestern

INTERIORS

Job title	<i>Warehouse Associate</i>
Reports to	<i>Warehouse Director</i>

Job purpose

This position receives, stores and distributes material, tools, equipment and products within the warehouse, ensuring accuracy and timeliness of all job functions. All warehouse associates are cross-trained on all duties within the warehouse.

Duties and responsibilities

- Unlock and open dock doors upon arrival
- Check forklifts (brakes, electrical charge, battery water level, etc.)
- Load out crews, collect pick tickets, assign dock door to an Installer, pull materials as indicated on pick tickets, research errors in computer and assist Installers
- Process orders returned by installers, assign new bin locations, affix new tags and put material up
- Determine available bin space for incoming orders
- Verify materials against supplier paper work
- Generate work orders for installers to purchase supplies
- Allocate materials purchased daily; process pick tickets
- Receive materials into computer, allocate overages to work orders, assign prices to supplies
- Verify tags against supplier paper work, document on tag the size of material and carton count
- Track aging inventory

Qualifications

Required Skills & Abilities:

- Ability to lift and move objects up to 80 pounds
- Ability to work in cold and hot temperatures
- Must be a team player
- Must be detail-oriented

Preferred Qualifications:

- Bilingual (Spanish and English)
- Forklift certified (not required, we will certify)

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 6 a.m. to 3 pm.