JOB DESCRIPTION

Warehouse/Inventory Control Associate

REPORTS TO	POSITION TYPE
Inventory	**Full-time, Regular**

POSITION PURPOSE

The Warehouse/Inventory Control Associate is responsible for sales support and providing direct support for all inventory control and warehouse functions.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform general location maintenance in multiple warehouses.
- Label locations, identify, categorize items, perform quality inspection checks on warehouse locations.
- Enter location and inventory adjustments into software system accurately and timely.
- Complete projects as outlined and directed.
- Arrange warehouse space and shelving required for various materials.
- Ensure that the warehouse is clean and maintained at all times.
- Find new and better ways of doing things; to improve operations, methods and procedures; propose significant and constructive ideas for innovation.
- Contribute to team effort by performing other tasks as appropriate and/or necessary.
- Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, moving machinery, & loud noise.

QUALIFICATIONS & ABILITIES

- High School diploma or equivalent is required.
- 1-3 years of direct or related experience required.
- Strong verbal and written communication skills.
- Self-motivated and self-directed, requiring minimal oversight to meet objectives and timelines.
- High attention to detail and accuracy (ability to retain information and be consistent).
- Ability to follow and read work instructions.
- Able to perform basic tasks on a computer.
- Able to pass a background check and drug screen.
- Operate forklift and pallet-jack to transport materials.
- Must be able to multi task and remain flexible as priorities and projects shift.

PHYSICAL REQUIREMENTS

- The physical demands described or implied within the responsibilities section of this job description are representative of those that must be met to successfully perform the essential functions of this position.
- Ability to effectively interact and communicate with co-workers.
- Sit and/or stand at workbenches/workstations, perform computer tasks and paperwork, sometimes for extended periods of time.
- Ability to lift and carry up to 50 pounds.
- Must be able to climb and manipulate warehouse ladders.
- Able to work in warehouse environment that could see temperature extremes.