

Warehouse Assistant

Supervisory Responsibilities: Direct supervisory responsibilities.

An Individual at this level should organized and motivated to join our facility. The warehouse assistant will be responsible for ensuring inventory is processed, organized, and stored. The warehouse assistant will also package, scan, and prepare orders for delivery. The ideal candidate is comfortable working on their feet, focused on meeting quotas, and experienced in inventory software and databases. The warehouse assistant may also operate machinery, or drive equipment, so a candidate with experience and a valid driver's license is preferred.

Responsibilities:

- Move inventory and materials across facilities.
- Process inventory for delivery.
- Sort, organize and store inventory in the proper location.
- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to supervisors.
- Stack and organize large bulk items.
- Remove inventory from trucks or shipping and delivery to proper location.
- Update logs and documentation for inventory processing.
- Move materials from facilities to workstations, pick-up locations, or other locations.
- Wear safety gear at all times.
- Operate machinery like forklifts to move or store inventory.
- Ensure workspace is free of debris and remove safety hazards from aisles.
- Work as an active team member to complete team goals.
- Prepare documentation and inventory for audits.

Essential Duties of All Professional Team Members:

- Follow regulations and professional ethics.
- Respond to existing client inquiries and requests within one business day or less.
- Adhere to engagement budget constraints and complete assigned tasks within the time requested.
- Respond to existing client inquiries and requests within one business day
- Strive to attain realization goals.
- Always conduct oneself in a professional manner.
- Follow firm procedures as outlined in the employee handbook.
- Always maintain confidentiality of the firm and its clients.
- Maintain regular attendance and punctuality.
- Maintain accurate and timely records of hours worked.
- All other duties as assigned by management.

Education and Experience: A minimum of a high school diploma or equivalent.

A valid driver's license.

Skills:

- Physically able to stand, sit, move, squat, walk, and climb during the course of the shift
- Physically able to lift up to 50 pounds or more
- Excellent verbal and written communication skills
- Able to work in a fast-paced environment
- Familiarity with inventory software, and able to upload data into the company system
- Able to work independently
- Pays attention to detail and monitors the quality of inventory
- Highly organized and able to store items efficiently
- Must follow all health and safety procedure and regulations as dictated by the organization and the state