Position: Warehouse Associate
Reports To: Sean Kelly
FLSA Status: Hourly Non-Exempt
Rate: Starting rate is: $13.00 to $13.50 per hour
Expected Schedule: 10:00 am to 7:00 pm

Job Summary: The Warehouse Associate will be responsible for the operational activities of the warehouse. These include case picking/packing outbound orders, verifying quality and quantity of inbound/outbound shipments, ensures quality of product and packaging, stocking and replenishing locations, receiving and putting away inbound shipments, general warehouse cleaning, and other duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Accurately picks and packs orders according to the established guidelines
• Meets or exceeds standard production requirements.
• Utilizes the computer system when necessary to research inventory quantities
• Upkeeps the warehouse through daily cleaning and housekeeping
• Operates pallet jacks, tape guns, hand carts, and forklifts when necessary
• Maintain the safety and security of the warehouse

MINIMUM EDUCATION and/or EXPERIENCE:
• High School diploma or GED
• Some warehouse experience desired
• Ability to be trained and certified on powered industrial equipment.

Success Factors:
• Strong work ethic with attention to detail
• Consistent attendance and the ability to be on time
• Ability to work independently
• Problem solver who is always looking to innovate and try new things
• Dependability, follows instructions, responds to management direction, takes responsibility for own actions

PHYSICAL DEMANDS:
☐ Able to lift up to 50-70 pounds
☐ Long periods of standing, walking, and lifting.

Please send resume to Sean Kelly, skelly@autoserviceproducts.com or call 859-525-2220.