

Title: Warehouse Assistant
Reports to: Warehouse Manager
Class: Part-Time
Type: Hourly
Revised: 02/22/2025

Primary Role:

Responsible for carrying out all company goals and objectives as it relates to this position. Successfully coordinates the handling of job-related materials. Responsible for assisting with shipping/receiving duties within the company. Updates inventory information system to maintain accurate inventory levels.

Responsibilities:

1. Responsible for assisting with shipping and receiving duties within the company
2. Monitor inventory re-order levels of all equipment to assure appropriate level and maximize turnover of equipment
3. Pull in-stock equipment from customer sales orders and communicate with Purchasing equipment that needs to be ordered
4. Responsible for adjusting incoming and outgoing inventory information system
5. Performs periodic inventory counts to assure accuracy of current monitoring system
6. Assists with year-end inventory count
7. Responsible for returning unused job-related inventory to vendor or stock with assistance of Purchasing Agent
8. Perform cleaning, trash removal, and organization of the warehouse
9. Perform cleaning of fleet vehicles
10. Responsible for restocking of installation kits and tool boxes
11. Other duties as required or assigned by company management

Accountability:

The Warehouse Assistant will be accountable to the Warehouse Manager. Secondary accountability will be to the other management team members, employees, and customers of the company.

Qualifications:

The Warehouse Assistant shall possess a minimum of a high school diploma or equivalent. This person must be able to manage multiple tasks simultaneously, work well with other people and be proficient with personal computers.

Travel:

None

Additional Skills and Abilities:

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

Physical, Mental and Environmental Requirements:

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.