

JOB TITLE: PART TIME WAREHOUSE ASSOCIATE

JOB DESCRIPTION:

The part time Warehouse Associate will perform a variety of routine shipping, receiving, production and housekeeping tasks. Shipping tasks include picking, packaging and shipment of orders. Receiving tasks include loading and unloading truck shipments and stocking the warehouse shelves. Production tasks include material handling, machine operation, spooling ribbon, labeling and packaging of product. This position reports directly to the Production & Shipping Manager.

JOB DUTIES AND RESPONSIBILITIES:

Shipping

- Prepare orders for shipment in accordance with the pick ticket and customer requirements
- Check inventory to verify availability of needed stock
- Notify the Supervisor of shortages
- Package and ship in accordance with packaging guidelines and accepted methods/practices
- Maintain product stock in work area
- Stock shelves in the warehouse
- Monitor packaging material supplies and notify the Supervisor when materials get to the restocking point
- Organize pick tickets and cross check against FedEx End of Day reports

Receiving

- Receive and unload incoming material and compare information on packing slips with purchase orders to verify accuracy of shipment
- Sort, count, package, label, and unpack inventory that is received
- Inspect shipments for damages, loss, or defects, and notify the Supervisor of findings
- Responsible for accurately receiving, reporting, and distributing purchased items
- Stock shelves in the warehouse
- Operate dolly, pallet jack, and/or forklift in loading and unloading material and equipment
- Operate shrink-wrap machine

Production Material Handling & Spooling

- Read work orders and verify the material matches the work order
- Verify all numbers match the work order
- Notify the Supervisor of problems with the orders
- Operate a ribbon spooling machine
- Adjust work orders as required when the material is short, according to the work order
- Check spools on work orders
- Follow work order instructions, regarding changes of spools or material to be used
- Follow work order instructions, request specific custom spools, foils, and materials as required
- Pull spools and distribute them to their designated area
- Restock the material when the Production floor has completed the work order
- Put away new material when it arrives from Receiving and stock spools and flanges for each department
- Process and package shipments for customers handled by Production in accordance with the pick ticket and customer requirements

Production Labeling & Packaging

- Prepare labels for shipment in accordance with the work order and customer requirements
- Check labels to verify the quantity is correct.
- Notify the Supervisor of shortages
- Label and ship in accordance with packaging guidelines and accepted methods/practices
- Maintain product stock in work area
- Monitor labeling material supplies and notify the Supervisor when materials get to the restocking point
- Organize work orders and verify they are correct with the item being labeled
- Read work orders and verify the material they are pulling for packaging matches the work order
- Verify all numbers match the work order
- Notify the Supervisor of problems with the orders
- Adjust work orders as required when the material is short, according to the work order
- Check spools on work orders
- Follow work order instructions, regarding changes of quantity to be sent
- Follow work order instructions and requests for custom accounts (how to be packed per box size and quantity per box)
- Follow special instructions for applying outer box labels

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication/comprehension skills - verbal and written
- Math Skills - Ability to add, subtract, multiply, and divide in all units of measure
- Basic computer skills
- Physical Requirements – ability to bend, twist, stoop, reach, climb ladders, lift materials up to 50 lbs., and move materials up to 600 lbs using a pallet jack

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

High School Diploma or GED

Minimum of 2 years warehouse experience in receiving, production or shipping