

Title: Warehouse

Pay: Piece Rate or Hourly

General Summary: Full time or part time. Processes work orders, inspects parts, check in receiving, package parts for shipping, load and unload delivery trucks, print tags and work orders, input and delete parts, update work orders, input shipping programs. Maintains a clean and safe work area.

Principal Duties & Responsibilities:

1. The most important part of the warehouse job is quality control and part inspection
2. Stock inventory
3. Process work orders in a timely manner
4. Print and review unconfirmed work order reports
5. Package shipments for Spee-Dee, UPS, and FedEx
6. Input shipment information into shipper programs for Spee-Dee, UPS, and FedEx
7. Crate or palletize shipments for Freight Lines
8. Fill out Bills Of Lading for Watkins, N&M Transfer, LME, etc.
9. Check in receiving, look up PO records, update, then process orders
10. Restock returned parts
11. Update locations in computer
12. General warehouse and office clean up and janitorial: sweep, take out garbage, change light bulbs
13. Print and review delivery manifests
14. Load and unload delivery trucks
15. Serve as back up delivery driver when needed
16. Build racks, scrap out overstock
17. Assist inventory rack audits as needed
18. Load and count cores, tires, batteries, wheels when these are being loaded
19. Drive fork lifts

Job duties will be indoors and outdoors.

Qualification Required:

Education: High School Graduate preferred. Ability to speak, read, and write in English.

Experience: Order processing, inventory control, shipping and automotive knowledge are useful but not required. This is an entry-level position.

Tools: none required

Licenses: Fork lift certification. Not required to start. We will certify you.

Report to: Production Manager or Supervisor

Directs work of: None

Date Approved: 05/15/07

This job description is not to be construed to imply that these requirements are the exclusive standards of the position. Employee may be required to follow any other related duties required by management.

Applicants, keep this page for your reference