

Warehouse / Parts Personnel

Responsibilities:

- Unload truck as needed at customer and/or branch locations.
- Drive company vehicle to make customer deliveries and stock pick-ups, obeying traffic laws and safety procedures. Maintain appropriate licensing, credentials, and acceptable driving record. Always conduct self in a professional and ethical manner. Treat external and internal customers and associates with courtesy and respect.
- Fill customer orders by retrieving material from the warehouse and other locations.
- Check in and put away material, verifying quantities and quality of received material.
- Maintain clear aisles and walkways. Ensure material is properly organized.
- Assist in maintaining appearance of branch as needed. Clean warehouse, counter area, bathrooms, etc.
- Know location of merchandise in warehouse. Keep material organized and put away.
- Provide assistance at counter if needed. Assist customers, ask pertinent questions, provide information they may need.
- Continuously update product knowledge. Stay informed and educated as to product inventory and applicability. Know location of merchandise in warehouse.
- Participate in ongoing education and training as directed or desired.
- Answer telephones professionally and pleasantly, assisting customers, taking orders, and providing excellent customer service.
- Report back orders or discrepancies.
- Perform cycle counts as required following through on discrepancies as needed.
- Perform vehicle and/or forklift inspections as required, schedule routine or repair maintenance as needed. Maintain presentable truck appearance, cleaning as needed.
- Assist in performance of year-end physical inventories for various branch locations.
- Perform other responsibilities as directed.
- Perform all duties in a safe and responsible manner, following all safety rules. Inform manager of any potentially hazardous conditions.

Requirements:

- High school diploma or GED
- Pass a drug test
- 2 years warehouse experience
- Knowledge of quality control
- Perform all work in accordance with quality standards and safety procedures
- Maintain a clean and safe work area
- Ability to lift 50lbs daily
- Specific technical, vocational training, or certifications a plus