



## JOB DESCRIPTION

**Position:** Warehouse Associate I  
**Department:** Operations  
**Reports To:** General Manager

**Job Summary:** This position is expected to assemble, prep, and pick products to fulfill current open orders for same day shipping and for restocking of inventory. Special tasks as may be required by the Operations Manager. This position will require long periods of standing, walking, and lifting 50 lbs., frequently.

### **Responsibilities of the position include but are not limited to:**

- Keep shelves stocked by properly assembling, wrapping, packing, labeling, and placing products in designated areas.
- Prep all products for pickup by packing, taping, and securing each shipping box, as well as weighing and measuring dimensions of each box for shipping.
- Read sales orders, pull, and assemble the correct product. Check for accuracy in packing all orders.
- Double check orders and customer information for accuracy when placing labels on each box. Place appropriate shipping labels and packing list on correct customer boxes by 4 pm for pickup.
- Assist with loading/unloading of trucks, containers, and customers picking up orders.
- Assist with checking of all products for defects/blemishes and set aside any products with issues. Clean and inspect product thoroughly.
- Assist company personnel with warehouse inquiries, such as but not limited to, locating products.
- Maintain an accurate list of backorders on designated white board.
- Assist with counting of physical inventory.
- Notify Operations Manager when stock is getting low on any products.
- Keep warehouse and workstations in neat and orderly condition.
- Take the time to do it right the first time!

### **REQUIRED ABILITIES**

- Knowledge of basic computer operations.
- Moving about on foot to accomplish tasks, particularly frequent movements from place to place within the warehouse. Bend, lift, carry, reach/extend arms and hands above shoulder height frequently, or otherwise move in constantly changing environment.
- Must be able to lift 50 lbs. frequently and up to 70 lbs.
- Withstand temperature extremes, indoor and outdoor environment.
- Reading and writing work-related documents in English.

### **CHARACTER**

- Core attributes need to be punctuality, a strong work ethic, and an eye for detail.
- Team Player – friendly/easy-going, unbiased attitude, and willing to be patient with coworkers.
- Ability to leave ego and personal matters at the front door.
- Problem Solver – capable of finding ways to fix problems and improve internal procedures.
- Ability to fully understand the importance their performance has on the success of the company.

**PLEASE SEND RESUME TO:**

**[careers@steeringcreations.com](mailto:careers@steeringcreations.com)**