



Job Description

Job Title: Warehouse Associate I

Experience Level: 0 - 1 Year of Experience

Purpose: To work every day in a way that actively supports and accomplishes the goals of the company.

Reports To: Warehouse Manager

Objective:

To service our customers by accurately shipping and receiving goods and materials, expediting the filling of orders and backorders, practicing sound inventory control procedures and effective organization principles.

Critical Customer Requirements

Safety, Order integrity, accuracy, timeliness, completeness, price/cost effectiveness

Who We Serve

External Customers: AllTex End-User customer, vendors

Internal Customers: AllTex coworkers, outside salesmen

Critical Success Factors (core requirements of the job):

- ✓ Accuracy – The ability to count accurately, pull and receive goods accurately, and enter data into the computer accurately with minimal errors
 - ✓ Thoroughness – The ability to work with an attention to detail, following instructions and procedures, completing all the steps of the process until it is done.
 - ✓ Efficiency – The ability to prioritize your work, work independently with a sense of urgency and with minimal supervision.
 - ✓ Communication – The ability to read and follow instructions and procedures, and also write legibly. The ability to interact with others in a professional manner at all times.
 - ✓ Multi-tasking – The ability to execute multiple tasks throughout the day, prioritizing your work as needed with minimal supervision.
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- ✓ Safety & Compliance – Zero Safety violations. Consistently follows procedures, uses good judgment, and reports unsafe acts or conditions.
 - ✓ Process Improvement – Actively engaged in and supports AllTex's Organizational Excellence Program and the continuous improvement of work processes. Faithfully follows Standard Operating Procedures as changes and improvements are made.
 - ✓ Teamwork – Works in the spirit of teamwork and cooperation. Offers ideas in a manner that is positive and that considers others.

General Employee Expectations (Competency and Behavioral Dimensions):

- Safety - Perform all duties in a safe manner. Recognize, correct and/or report unsafe conditions.
- Attendance - Maintain punctuality and meet or exceed the attendance standards as set by the company policy.
- Conduct – Exhibit professionalism at all time. Exhibit respect for all people. Exhibit respect for the workplace.
- Productivity - Meet or exceed the standards of each assigned duty.
- Teamwork – Accomplish all assignments in cooperation with fellow employees with a problem-solving, team-oriented attitude.
- Quality – Sustain a high level of quality in all tasks, services, and job functions.
- Process Improvement – Recognize that each task can be improved upon for the betterment of the employee and/or company and work toward that improvement.
- Training – Take full advantage of available training to ensure success in your job. When possible, assist in the training of fellow employees in order to ensure their success.
- Facilities – Utilize company equipment and facilities respectfully. Additionally, all employees are expected to keep the workplace clean and organized.

Responsibilities:

- Pull and stage hardgoods for shipping throughout the day; boxing, bagging, marking, and wrapping as needed.
- Check in and receive shipments against actual purchase order, followed by computer entry.
- Put inventory up into the correct location
- Prepare goods for shipment, accurately preparing paperwork.
- Maintain workspace organization
- Inventory or cycle count goods as required, restocking with back stock as needed.
- Loading and unloading of delivery trucks
- Operating a forklift, pallet jack and other warehouse equipment
- Working safely and meeting the requirements of all safety procedures and rules; complying with all company policies and procedures
- Performs other duties as assigned.

Specific Requirements (Education, Experience, Skills, Training - Certification):

- High school diploma or general education degree (GED) required (equivalent experience may be substituted)
- 1 – 3 years' experience preferred, but not required
- Forklift experience preferred, but not required
- Basic computer skills with data input and order filling accuracy

Intangibles & Attributes:

- Stable work history
- Reliable, productive and with good attendance
- Possess good organizational skills with a superior attention to detail
- Ability to multi-task, while prioritizing effectively in order to meet all commitments
- Demonstrate ownership in areas of responsibility, going the extra mile

- Work at a steady, productive pace, with urgency as required, but safely at all times
- Self-directed, needing minimal supervision

Physical Requirements

- While performing the essential duties of this job, the employee is regularly required to stand and walk on concrete for extended periods of time. The employee may also bend, kneel and use hands and arms. The employee must regularly move up to 70 lbs. with the aid of material handling equipment. The employee also occasionally works near moving mechanical parts in an open warehouse environment. The employee is regularly exposed to outside weather conditions.

Required PPE

- Safety glasses or eye protection when required
- Steel toed boots
- Gloves when required

Employee Acknowledgement

I have read and understand the job description requirements. I acknowledge that I can perform the essential job functions and minimum job requirements with or without accommodation. I understand that my employment is “at will” and that my performance will be measured primarily by the job description. I further acknowledge that I will report any unsafe acts or conditions and will work safely at all times.

Employee Name (print)

Signature

Date