

Warehouse Associate

Location:

Georgetown, Tx

Summary:

The Warehouse Associate supports the Network Team maintaining a steady flow of materials in and out of the warehouse. The main duties of the Warehouse Associate include maintaining inventory levels by accurately recording and reporting the established receiving and material check out processes and maintaining a safe and organized environment. The Warehouse Associate will report to the Warehouse Manager ensuring stock levels are maintained at sufficient levels. Qualified candidates may need to lift boxes up to 50LBS.

Primary responsibilities include:

- Receiving materials
- Checking out materials
- Performing stock level counts
- Operating forklift
- Loading and unloading of flatbed trucks
- Maintaining a clean, safe and clutter free environment

Skills and Qualifications:

- Minimum of 1 years' experience in a warehouse environment.
- Forklift certified or able to obtain a forklift certification
- Good organization and county ability
- Ability to lift 50lbs
- Excellent communication skills
- Ability to work alone and be self-directed
- Inventory control
- Basic knowledge warehousing standards and practices
- Basic knowledge of email, document scanning and using a computer