



**Position Title:** Warehouse Processor

**Position Type:** Full Time, Non-Exempt

**Department:** Distribution Center

**Reports To:** Distribution Manager

**POSITION OVERVIEW:**

Performs the necessary functions of operation in order to ensure orders and inventory will be received, picked, packed, shipped and stored accurately. Must be detailed-oriented, accurate and able to follow directions, work well with team members and exercises good judgement & common sense in all aspects of the work. There are no supervisory or travel responsibilities.

**ESSENTIALS AND RESPONSIBILITIES INCLUDE:**

- Performs packaging and verification of order accuracy at the designated split stations which include: Manual Induction Station, Non-Conveyable, Break Pack, Clothing and Pallet-Builder Stations
- Operates RF equipment in order to successfully perform daily functions
- Ensures that all PO's are received and split in an accurate and timely manner
- Ensure that all pallets are securely shrink wrapped
- Ensures proper sku's and prices have been applied to all product before shipping if no barcodes available
- Maintains accurate inventory of product
- Ensures that all the appropriate paperwork is maintained and submitted to the proper departments in a timely manner
- Ensure that the pallets are placed in the proper grid
- Performs cycle counts as assigned
- Performs special projects and other duties as assigned
- Ensures that all processes are being done correctly and in a timely manner to eliminate additional cost to the budget
- Fork Lift Certification Level I required
- General computer skills, ie, email, Microsoft Word

**PERFORMS SPECIAL PROJECTS AND OTHER DUTIES AS ASSIGNED:**

- Cross Training in other areas of operation as needed
- Prepares related forms, documents, etc.
- Maintains clear, orderly work area
- Properly loads and unloads trailers with the appropriate paperwork when requested
- Works closely with the Warehouse Management team and office personnel

**ASSISTS IN MAINTAINING THE FACILITY AND EQUIPMENT IN PROPER CONDITION:**

- Operates the material handling equipment in an efficient and safe operation
- Communicates with the Warehouse Management team with any repairs that may be necessary to the building or equipment
- Assists in maintaining the security of the warehouse
- Conduct operations in a manner that promotes safety

**PHYSICAL DEMAND:**

- Must be capable of sitting, standing and walking for extended periods (at least two hours straight, four times in an eight- hour day). Must be able to twist, stoop, squat, reach above shoulder level and crouch on a frequent basis. Must be able to use proper techniques to lift 75 pounds. The ability to follow directions with emphasis on safety is extremely important. Must be able to handle stress caused in meeting deadlines with tight scheduling requirements. Must be able to shift priorities easily. Must be able to use hands and feet simultaneously and for repetitive movements.