

JOB DESCRIPTION

WAREHOUSE TECHNICIAN

Location:
Department: Warehouse
Remote: No
Created Date: 6/30/21
Revision Number: 01
Supervisor: Warehouse Manager
FLSA Status: Non-Exempt

Summary

Receives, stores, and distributes appliances, parts, tools, equipment, and products within establishments by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reads Delivery schedule/customer order/work order/shipping order/requisition to determine items to be moved, gathered or distributed
- Conveys materials and items from receiving or production areas to storage or to other designated areas
- Sorts and places materials or items on racks, shelves or in bins according to predetermined sequence
- Fills requisitions/work orders/requests for materials/tools or other stock items and distributes items
- Assembles customer orders from stock and places orders on pallets/shelves or conveys orders to packing station or shipping department
- Marks materials with identifying information
- Opens bales, crates and other freights
- Records and inventories or counts items for inventory to ensure compliance to company standards
- Arranges stock parts in specified areas for next day's jobs
- Computer data entry for inventory records
- Drives vehicle to transport items from warehouse to loading area or to pick up items for locations for shipment
- Prepares parcels for mailing

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION/EXPERIENCE

- Required: High School diploma or equivalent; vocational education/training is preferred.
- 2 years warehouse experience preferred.
- Ability to manage time effectively.
- Strong communication skills.
- Physical Demand Requirement of Job: Heavy*

*Based on Dictionary of Occupational Title's Physical Demand Characteristics of Work

All information will be kept confidential according to EEO guidelines.

License/Certification:

- Valid Drivers License is NOT required for the position but is preferred
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SOCIAL SKILLS

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

TECHNICAL SKILLS

- Controlling operations of equipment or systems.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Determining causes of operating errors and deciding what to do about it.
- Repairing machines or systems using the needed tools.

Tools

- Forklifts
 - Forklifts
 - Lift trucks
 - Clamp Trucks
 - Pallet trucks
 - Pallet jacks
 - Dollies
 - Dollies
 - Hand trucks or accessories
 - Hand trucks
 - Personal computers
 - Personal computers
 - Scaffolding
 - Scaffolding
 - Tools
 - Screwdrivers
 - Box cutters
 - Wrapping machinery
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- Banding machines

Company's website:

- <https://www.donsappliances.com/employment-opportunities>