

Warehouse Specialist

Purpose Statement

The job of Warehouse Specialist is done for the purpose/s of maintaining required inventory levels; checking quantity and quality of orders are correct; verifying stock and identifying losses; maintaining and organized warehouse layout; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Head Warehouse Foreman

Essential Functions

- Cleans warehouse facility (e.g. sweeping, moping, and waxing floor area, etc.) for the purpose of maintaining a clean and safe work area.
- Collaborates with delivery drivers and/or site personnel for the purpose of addressing requests, conveying and/or gathering information.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Delivers a variety of items (e.g. boxes, books, packages, cargo, office supplies, furniture, equipment, food items, carpet, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Maintains manual and electronic documents, files and records (e.g. temperature logs, signed equipment transfer forms, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Moves supplies and materials (e.g. loading and unloading delivery trucks, etc.) for the purpose of for the purpose of receiving stock and/or filling orders for transport.
- Obtains signature and verification for items received and delivered for the purpose of maintaining correct inventory.
- Operates warehouse equipment (e.g. hand trucks, fork lift, pallet jack, delivery truck, etc.) for the purpose of for the purpose of moving and delivering supplies in a timely and safe fashion.
- Organizes supplies on pallets and shelves (e.g. rotates stock, builds and moves shelves, etc.) for the purpose of maintaining an efficient and organized warehouse.
- Prepares orders by pulling from stock and filling requisitions for the purpose of meeting delivery requirements.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, checks e-mail, uses SAGE program, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors (e.g. phone, email, etc.) for the purpose of providing information and/or direction regarding the status of deliveries.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; and physical stamina; and ability to read, write and communicate clearly in English. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Evidence of Insurability, and
Valid CDL Driver's License

Continuing Educ./Training

Clearances

Maintain Certification

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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