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## Warehouser: Receiving

Reports to: Receiving Lead

FLSA Status: Non-Exempt

Opening Date: Open Continuous

### **JOB SUMMARY:**

Primarily assigned to receiving, maintaining a high quality standard. Performs a variety of warehousing functions, which may include: shipping, receiving, inventory control, supply documentation, data input, material distribution and delivery. Safely operates lift trucks and related material handling equipment as required.

### **ESSENTIAL FUNCTIONS:**

1. Collects and sorts parts to fill customer orders in a timely manner.
2. Safely operates lift trucks as required to retrieve and store inventory
3. Conducts transactions and moves inventory to point of use.
4. Uses Red Dot Packaging System to validate contents and produce correct Label and Bag imprints.
5. Operates bagging equipment to bag and label simple and complex parts.
6. Uses Packaging Equipment to box and seal cased products
7. Prepares material for shipment. Prepares shipment paperwork (packing lists and labels).
8. Maintains inventory and Work area cleanliness
9. Conducts cycle counts and Inventory validations as required.

### **ADDITIONAL RESPONSIBILITIES:**

Performs other tasks as assigned by the Receiving Lead

### **JOB QUALIFICATIONS:**

- High school diploma or equivalent required.
- 18-months of material handling or inventory control experience preferred.
- Ability to access data on a computer and accurately enter information required.
- Ability to lift 35 to 50 pounds, with standing and frequent bending.
- Forklift certification preferred.
- Ability to follow safety rules
- Good attendance

### **TO APPLY:**

For Internal Candidates: If interested, please submit your Statement of Interest to Human Resources. A cover letter and resume are suggested, but not required.

For External Candidates: Please submit your Resume to [shoprecruiting@reddotcorp.com](mailto:shoprecruiting@reddotcorp.com)