

Job Description

Creation or Revision date: January 9, 2018

I. Position: Specialist, Warehouse

**** The Senior Warehouse Specialist title may be used to designate personnel who display advanced knowledge or skills in the aspects of the job as reflected by duties, performance, leadership, and expertise.**

II. Department: Warehouse

III. Report To: Warehouse Manager and/or designated Warehouse Supervisor

IV. Roles & Responsibilities:

The Warehouse Specialist is a position within the warehouse team that will fulfill a range of duties and responsibilities. As a member of the team, our Warehouse Specialists work collectively to fulfill the needs of the business in areas to include: Assembly, packaging, shipping, receiving, and inspection. Each team member will work frequently in one or more areas, with exposure and cross-training in any or all areas based on the needs of the business. While specific tasks and deadlines are provided by management, the general roles and responsibilities within the various areas of the warehouse are outlined below:

Verify Parts Quality and doing incoming inspection

Assemble Parts /Tools

Packaging

Re-stocking

Labeling

Cycle Counting

Calibration

Testing

Forklift Operation

Pulling/packing orders

Ship orders timely and accurately

Pick Confirm/invoice

Train new employees promptly and properly

Review all warranty returns and enter details in ERP system

Maintain any log of activities necessary for reporting

Process Returns timely and accurately

Identify parts needing further quality actions

Double check assembled products

Customer Contact/Vendors

Forklift maintenance

Verify the measurement and quality of incoming parts

Senior Warehouse Specialist duties may also include, but are not limited to:

Materials Handling

Facilities Maintenance:

Perform routine building and property maintenance

Responsible for Repair and Expansion activities

Maintain and repair equipment as appropriate

Stay updated on warehouse/inventory techniques

Schedule vendor maintenance

Vendor/Contract negotiations

Building Security

Member of the Safety Committee

Perform other duties and tasks as assigned

V. General Requirements:

- Must speak, read, write English at high school equivalency
- Comprehend math equivalent to 1 year of algebra, for employees assigned to inspection duties only.
- Must be able to assemble and package parts from a B.O.M.
- Must possess good written and oral communication skills.
- Must be able to verify parts are quality parts, per Quality System
- Good Vision (with correction OK) and color perception (not colorblind)
- Must be able to process shop orders.
- Must be able to operate a pallet jack.
- Must have basic mechanical skills
- Must possess good computer skills including Word, Excel & Outlook.
- Forklift experience preferred
- Must follow all safety policies and guidelines
- Willing to learn ERP system and products
- Familiar with inspection tools, measurement devices, and calibration systems
- Familiar with material standards and quality standards such as ISO
- Ability to read drawings
- Must be able to work effectively in a small team environment, with focus on flexibility, productivity, teamwork, and efficiency.

VI. Physical Requirements:

Must be able to lift 50 lbs. frequently

Must be able to stand or sit up to 8 hrs/day, often moving from one area to another.

Must be able to work productively in a physically demanding, fast paced warehouse environment.

Continual lifting, reaching, bending throughout the day.

Employee Signature: _____ **Date:** _____