

Warehouse Associate

Warehouse Associate Job Responsibilities:

- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Enforces inventory controls by collecting stock location orders and printing requests.
- Provides quality service by following organization standards.
- Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Completes reports by entering required information.
- Contributes to team effort by accomplishing related results as needed.

Work Hours & Benefits

- Typical work hours are 08:30 to 17:00 Monday – Friday
- Pay is hourly and based on experience
- Paid time off, holiday pay and health & dental benefits after 30 days

Warehouse Associate Qualifications / Skills:

- Teamwork
- Coordination
- Organization
- Time management
- Reporting skills
- Inventory control
- Documentation skills
- Equipment maintenance
- Data entry skills
- Dependability

Education, Experience, and Licensing Requirements:

- Forklift Certification within 90 days of job entry date
 - If no certification, Guardian can certify the candidate if they have prior forklift experience.