



Warehouse Associate

JOB SUMMARY

Under general supervision, responsible for maintaining secure inventory storage and control of materials into/out of the warehouse. Performs duties associated with storage, shipping, receiving, and physical counts of the assets to verify integrity. Assists in the administration and purchasing of assets along with the assessment of inventory data.

MAJOR DUTIES AND RESPONSIBILITIES

- Operates various types of material handling equipment
- Loads and unloads pallets and cartons of materials used in daily operations
- Receives materials against a bill of lading or purchase order, validating quantities and updating inventory systems in accordance with audit requirements
- Stocks materials in designated inventory locations and informs management of shortages or damages
- Ensures materials are stored safely in designated inventory locations in accordance with audit requirements
- Processes orders and returns using inventory and billing systems
- Processes material stock requests
- Manages delivery of materials to technicians and other VerTek, LLC locations, as needed
- Assists in preparing, counting and reconciling of daily, monthly and annual materials cycle counts and inventories
- Provides excellent service to internal and external customers
- Maintains warehouse area security at all times
- Provides proper use and care of scanners and computers used in daily operations
- Responsible for maintaining a clean, orderly and safe warehouse environment
- Performs other associated duties as assigned

REQUIRED QUALIFICATIONS

- Ability to read, write and speak the English language to communicate with employees, customers, suppliers, in person, on the phone, and by written communications in a clear, straight-forward, and professional manner
- Ability to communicate and prioritize workloads
- Ability to handle multiple projects and deadlines
- Ability to maintain accurate records
- Ability to work independently
- Ability to operate Microsoft Office Suite and bar-coding equipment



BYVERTEK

- Knowledge of basic mathematics
- Ability to operate forklifts and jacks
- Ability to bend/squat/kneel
- Ability to repetitively lift, carry, push and pull up to 50 lbs.
- Ability to safely use weight-bearing equipment (such as safety harness and ladders) within the maximum weight limitations of that equipment
- Ability to operate and obtain certification for material handling equipment (such as forklift and pallet jack)
- Valid driver's license with satisfactory driving record within Company and State DOT standards

EDUCATION

- High School Diploma or equivalent work experience
- Experience in a warehouse environment 1+
- Experience with cable products and services preferred

WORK ENVIRONMENT

- Warehouse environment
- Exposure to dust, fluctuating indoor temperatures, and periodic high noise levels

EEOC STATEMENT

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, "protected statuses"). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

DISCLAIMER

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.