

PART-TIME WAREHOUSE SPECIALIST

Eagleville, PA

SUMMARY OF POSITION

The Warehouse Specialist is responsible for receiving and checking in shipments, preparing and loading installation crews, maintaining warehouse organization, as well as deliveries. Occasionally helps with service & installation. Must maintain high levels of accuracy in day-to-day operations, keep warehouse neat, clean, and organized, and provide customer service to our clients. Must work with all members of our team.

PREFERRED EXPERIENCE

Previous Warehouse Experience

Education: High School or G.E.D.

Certifications: Forklift

JOB INFORMATION

Hours per week: Part-time

Reports to: Operations Manager

Location: Eagleville, PA, 19403

Work Environment: Warehouse

RESPONSIBILITIES

- Unload delivery trucks
- Inspect and sign for shipments
- Check-in by matching product received to packing list
- Load customers vehicles with orders
- Use Forklift to move heavy items and load customers
- Find parts and components for new customer purchases
- Tag products for customers' orders as listed on reports
- Pull complete orders for installations and pick-ups
- Always treat merchandise with care and concern
- Keep warehouse organized as product moves and stage orders for installations
- Be a team player working with installers, service techs, and administration to keep systems flowing cleanly

QUALIFICATIONS

- Previous warehouse experience preferred
- Ability to work on feet and carry objects weighing up to 80 lbs.
- Excellent organization skills & attention to detail
- Good written and verbal communication skills
- Able to work with all levels of staff

COMPETENCIES

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| ▪ Teamwork | ▪ Planning | ▪ Facility maintenance |
| ▪ Customer service oriented | ▪ Time Management | ▪ Data entry |
| ▪ Coordination | ▪ Reporting skills | ▪ Dependability |
| ▪ Organization | ▪ Inventory control | |
| | ▪ Documentation skills | |