

Fulfillment Center Associate I – Production/Porter

Job Summary

Perform system and/or manual tasks to support inbound and outbound operations. Identifies and resolves issues in various functional areas; breakdown, put away, replenishment, QC, Staging, loading, shipping. Monitors and maintains SKUs and locations in WMS to support efficient warehouse processing and maximize warehouse space usage. Performs work under the direction of warehouse lead, supervisor or manager.

Primary Responsibilities:

- Performs WMS processes to support inbound and outbound operations
- Performs non-system inbound and outbound tasks
- Participates in all scheduled physical inventories
- Performs basic housekeeping in assigned areas of warehouse
- Adheres to all safety procedures in the performance of job duties
- Other duties and responsibilities may be assigned

Qualifications

Basic

- Minimum three (3) months related experience in a warehouse environment or any equivalent combination of acceptable training, education and experience
- Ability to become certified in the operation of warehouse equipment
- Ability to lift, push or pull boxes/merchandise weighing between 70 pounds and 100 pounds

Preferred:

- High school Diploma
- Prior experience operating warehouse equipment, such as forklift, pallet jack and cherry picker helpful

Additional Information:

Physical Demands

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires moderate physical effort and use of motor skills requiring manual dexterity. While performing duties of this job, employee will regularly sit, stand, walk, stoop, kneel and crouch. Employee may lift, push or pull boxes / merchandize weighing between 70 and 100 pounds. Require physical effort associated with using the personal computer and RF scanner to enter information. Must be able to read and hear verbal instructions through a headset.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work in a warehouse environment. While performing the duties of this job the employee may operate warehouse equipment. Using proper safety procedures will eliminate any potential hazards. The noise level in the work environment is usually moderate.