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| **Job Title** | Warehouse Associate |
| **Reports to** | Warehouse Supervisor |
| **Location** | Macro HQ – Greensboro, NC |

**Job Purpose**

Under the limited direction of the Warehouse Supervisor and Warehouse Manager, receive, store, ship and pick parts, equipment and other material. Access, view and update IFS to process orders, RMAs and shipments. Maintain the integrity of the inventory so that all parts are properly accounted for.

**Duties and Responsibilities**

* Pick items for shipment from inventory in a timely manner as needed.
* Pack items into boxes or other containers to minimize freight damage.
* Verify, enter, update and retain records for incoming receipts.
* Sign for receipts after verifying against RMA number, bill of lading and/or enclosed packing list.
* Enters receipts in IFS at the time of receipt. Items not able to be received are placed in the Exception Area.
* Post shipments in IFS at the time of shipment and before processing another shipment.
* All items received for shipment by 4 pm EST are shipped the same day.
* Reconcile receipt and shipping inconsistencies with appropriate personnel.
* Post weight, shipping charges and tracking information to all outgoing shipments.
* Unpack and examine incoming shipments, reject damaged items and record overages/shortages.
* Escalate damages and shortages to the Warehouse Supervisor and/or Warehouse Manager.
* Monitor inventory of shipping materials and supplies. Escalate to Warehouse Supervisor as needed.
* Maintain a neat work area at all times.
* Safely operate forklift, pallet jack and/or hand truck to move stock in warehouse.
* Other duties as assigned by Warehouse Supervisor and/or Warehouse Manager.
* Maintain adherence to the Warehouse Standard Operating Procedures with all Team members.

**Required Experience and Abilities**

* High school diploma or equivalent
* Valid Driver’s License
* Good interpersonal and communications skills

**General Environment and Physical Demands**

* The ability to lift up to 50 pounds without assistance
* The ability to stand and walk for a full 8-hour workday
* Normal work-related stress