

MULCAHY COMPANY

JOB DESCRIPTION

JOB TITLE: Warehouse Team Member

EMPLOYMENT STATUS: Non-Exempt

DEPARTMENT: Warehouse

REPORTS TO: Ben Hoeschen

SUMMARY OF JOB:

This position is responsible for performing an array of duties, such as receiving and processing incoming stock and materials, picking and filling orders from stock, packaging product for shipment, cleaning and organizing the warehouse, and waiting on customers at the City Desk.

RESPONSIBILITIES:

- Picking and filling orders from stock.
- Ensuring all product is safely and securely packed and labeled for shipping.
- Receiving and documenting incoming stock or product that has been returned.
- Wait on customers at the City Desk.
- Cleaning and organizing the warehouse.
- Operate warehouse vehicles and equipment.

REQUIRED SKILLS:

- **Team Work:** The ability and desire to work cooperatively with others on a team. Offers support for others' ideas and proposals.
- **Dependability:** The quality of being able to be counted on or relied upon. Finishing assigned projects, and meeting deadlines and commitments.
- **Punctuality:** Ability to complete a required task or fulfill an obligation before or at a previously designated time. Being on time.
- **Communication:** The ability to express oneself clearly in conversations and interactions with others. Organizes clearly and concisely in writing.
- **Organization Skills:** Creating structure and order, boosting productivity, and prioritizing tasks that must be completed immediately from those that can be postponed.

OTHER REQUIREMENTS:

- Must be able to lift heavy objects.

WORK RELATIONSHIP:

- Reports to the warehouse manager
- Factories, Customers, and Internal Departments

EDUCATION:

- High School Graduate
- Computer Training