

August 7, 2014

Warehouse Worker Job Description:

Skills/Qualifications: Must be detail oriented and possess and utilize skills consistent with time management, inventory control, documentation, equipment maintenance, data entry and overall dependability. Position reports directly to Warehouse Manager.

Responsibilities and requirements include:

- Maintain inventory accuracy by checking, receiving, labeling and storing incoming goods
- Pick, pack and stage orders for delivery and pickup
- Operate a forklift safely and efficiently
- Load MPS delivery truck according to schedule
- Unload incoming common carrier trucks containing inventory shipments
- Recognize and understand product numbers and alpha/numeric codes
- Understand basic inventory, warehousing and documentation procedures
- Provide backup support for MPS delivery driver
- Possess basic math skills (addition, subtraction, multiplication and division)
- Lift/carry or otherwise maneuver heavy material or equipment (up to 100 pounds)
- Possess OSHA guidelines knowledge
- Move and organize stock efficiently
- Excel in a fast-paced environment
- Work as a team member to maintain productivity with a wide variety of people
- Manage time effectively and adapt quickly to changing priorities
- Exhibit effective listening, verbal and written communication skills
- Possess basic computer/keyboard/scanning skills
- Able to stand/walk/climb stairs for the duration of work shift
- Assist in keeping facility clean, organized, safe and operating efficiently
- Be able to tolerate seasonal temperature extremes in a non-climate-controlled environment
- Possess and maintain a valid driver's license with a clean driving record - Follow company policies and procedures

Please send inquiries to [hr@memphispool.com](mailto:hr@memphispool.com).