**Position:**

Wearparts is now accepting applications for a Warehouse Attendant with a positive attitude to join our team. The Warehouse Attendant will aid and work directly with the Warehouse Supervisor. They will help receive inbound orders, obtain accurate counts, and properly store the products. While also, retrieving products for outbound shipments to dispatch orders in a timely manner. Inventory management is a large aspect of this position. This position requires accuracy, attention to detail, and organization; as well as physical labor. The ability to properly measure product to ensure the correct parts are pulled is essential. Motor vehicle and forklift operation is required.

**Primary Duties:**

* Report directly to Warehouse Supervisor
* Verification of incoming and outgoing shipments, handling and disposition of materials, and keeping warehouse inventory current
* Interpret orders to accurately pick from inventory
* Prepare orders for freight shipping- picking, packing, wrapping shipments
* Accurately measure bolt holes, axle diameters and blade dimensions
* Safely operate forklift
* A willingness to learn and multitask in a fast-paced environment
* Maintain cleanliness and safety procedures of warehouse
* Ensures OSHA and Industry compliance

**Requirements:**

* Self-motivated with a positive attitude
* Attention to detail
* Knowledge of inventory system
* Good written and verbal communication
* Ability to lift 100 lbs. or greater
* Ability to count/measure accurately
* Ability to work in hot/cold environment
* Forklift experience
* Some computer knowledge required
* HS Diploma
* Read and write English fluently
* Knowledge of relative safety standards
* Current/Valid Driver’s License

**Physical Demands Summary:**

|  |  |
| --- | --- |
| **DEFINITIONS** | |
| **Rarely** | 0-15% of the workday. |
| **Occasional** | 16-45% of the workday. |
| **Frequent** | 46-100% of the workday. |

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| **WORK ENVIRONMENT** | | | |  | **OTHER REQUIREMENTS** | | |
|  | **Rarely** | **Occasional** | **Frequent** |  |  | **Yes** | **No** |
| Telephone |  | ✓ |  |  | Visual Acuity Close Vision | ✓ |  |
| Copier |  |  | ✓ |  | Visual Acuity Distance | ✓ |  |
| Computer |  |  | ✓ |  | Peripheral Vision | ✓ |  |
| Fax Machine | ✓ |  |  |  | Color Discrimination | ✓ |  |
| Vehicle (Non-CDL) |  |  | ✓ |  | Depth Perception | ✓ |  |
| Vehicle (CDL-Required) | ✓ |  |  |  | Ability to Adjust Focus | ✓ |  |
| Forklift |  |  | ✓ |  | Speaking | ✓ |  |
| Skid steer | ✓ |  |  |  | Hearing | ✓ |  |
| Standing |  |  | ✓ |  | Data Interpretation | ✓ |  |
| Sitting |  | ✓ |  |  | **OTHER REQUIREMENTS** | | |
| Twisting / Turning / Bending |  |  | ✓ |  | Ear / Hearing | ✓ |  |
| Kneeling |  | ✓ |  |  | Gloves | ✓ |  |
| Lifting ≥ 25 lbs. |  |  | ✓ |  | Mask | ✓ |  |
| Lifting ≥ 50 lbs. |  |  | ✓ |  | Steel Toe Footwear | ✓ |  |
| Carrying |  |  | ✓ |  | Life Belts | ✓ |  |
| Walking |  |  | ✓ |  | **ADDITIONS** | | |
| Driving |  |  | ✓ |  |  |  |  |
| Stairs |  | ✓ |  |  |  |  |  |
| Problem-Solving |  |  | ✓ |  |  |  |  |
| Decision-Making |  | ✓ |  |  |  |  |  |
| Supervision |  | ✓ |  |  |  |  |  |
| Data Interpretation |  | ✓ |  |  |  |  |  |
| Organization |  |  | ✓ |  |  |  |  |
| Written Communication |  |  | ✓ |  |  |  |  |
| Verbal Communication |  |  | ✓ |  |  |  |  |
| Planning |  |  | ✓ |  |  |  |  |
| Indoor Work |  |  | ✓ |  |  |  |  |
| Outdoor Work |  |  | ✓ |  |  |  |  |
| High-Temperatures |  | ✓ |  |  |  |  |  |
| Cold-Temperatures |  | ✓ |  |  |  |  |  |
| Loud Noises |  |  | ✓ |  |  |  |  |
| Fumes |  | ✓ |  |  |  |  |  |