



WAREHOUSE ASSOCIATE

DEPARTMENT:	Warehousing/Distribution	REPORTS TO:	Warehouse Supervisor
DIVISION:		FLSA STATUS:	Nonexempt
JOB CODE:	4509	EFFECTIVE DATE:	8/20/2024

JOB SUMMARY

Perform a variety of warehouse functions, including but not limited to material movement (loading/unloading of shipments), order processing, picking, building shipping crates, and packaging/crating of products.

QUALIFICATIONS

Education/Experience

High school diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), plus a minimum of one (1) year of warehouse experience preferred, or equivalent combination of education, training and experience.

Experience with an Enterprise Resource Program (ERP), a plus.

Knowledge/Skills/Abilities

Technical Skills. Ability to safely and effectively use hoists, various hand and power tools such as steel cutters, radial arm saw, circular saw, nail gun, scales, foam packing equipment and banding equipment. Ability to read and interpret simple blueprints and order/shipping instructions. Ability to use tape measure. Ability to obtain and maintain forklift certification.

Core People Skills. Ability to positively interact and work collaboratively with people at all levels of the organization in a fast-paced environment. Must be able to set effective priorities and adjust quickly and appropriately to changing demands and needs. Ability to apply a large measure of common sense to a variety of situations. Genuine with high ethical standards and values and personal integrity and honesty.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office Products, specifically Word, Excel and Outlook. Ability to operate bar code scanners. Working knowledge and experience with shipping/receiving and inventory control modules within an Enterprise Resource Program (ERP) system.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and correctly adhere to standard operating procedures and perform general warehouse functions, including:
 - a. Loading and/or unloading materials onto or from pallets, trays, racks and shelves by hand, power hoist, or forklift.
 - b. Sorting and organizing inventory according to predetermined sequence, such as size, type, style, color, floor location or product code.
 - c. Filling requisitions, work orders, or requests for materials and transporting and distributing items to production department(s).
 - d. Constructing shipping crates and packaging products/inventory to ensure safe handling, storage, and delivery; attaching identification markings, tags or labels on materials, boxes, crates, and containers, as needed.
 - e. Utilizing bar code scanners to track material movement throughout the warehouse, and to ensure proper inventory controls and reporting.
2. Accurately conduct periodic cycle counts by recording number of units of material available, identifying and notating any discrepancies, and communicating to supervisor(s).
3. Promptly and appropriately address internal and external customer demands/concerns to ensure all quality standards and customer expectations are met.
4. Continuously maintain a safe, clean, and organized workstation and working environment.
5. Provide dependable assistance and support to other warehouse roles, as needed.
6. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
7. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
8. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both in your department and across the organization.
9. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
10. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
11. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
12. Perform other tasks as assigned.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Job requires moderate amount of time working at a PC and effective use of a personal computer, office equipment and telephone. Must be able to lift 25 pounds frequently and up to 75 pounds occasionally. Frequently required to stand or walk. Must be able to communicate effectively by telephone, in person and in writing.

WORKING ENVIRONMENT

Generally work in a warehouse environment with the presence of natural and artificial light, exposure to work temperatures including ambient and controlled (temperature variations will vary based on season), light to moderate amounts of airborne graphite dust, hard working surfaces for standing and walking, and moderate background noise. Personal Protective Equipment (PPE) including approved footwear, safety glasses/goggles, etc., are required.

Team Member’s Signature

Date

Manager’s Signature

Date