



## JOB ANNOUNCEMENT

**POSITION: Shipping/Receiving and Warehouse/Truck Driver**

**ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following. Other duties may be assigned.)**

- ⤴ Receiving/unloading and management of raw materials (forklift or by hand), and properly staging it in the appropriate area. This includes checking to make sure all information matches the PO and the information is correct according to the packing slip.
- ⤴ Manage all shipping/loading of finished goods.
- ⤴ Operate company truck for pick up or delivery of goods. Manage the movement of product between the two warehouses.
- ⤴ Sorting and proper placement of items on racks, shelves or bins according to company standards.
- ⤴ Maintains inventory controls, recording materials stock, items received and or distributed.
- ⤴ Follows all safety rules.
- ⤴ Assist with monthly inventory.
- ⤴ Ensures they are preserving a clean and safe work environment.
- ⤴ General warehouse duties.
- ⤴ Any other duties assigned by Management.

**REQUIREMENTS:**

High school diploma (or equivalent)  
Ability to pay attention to detail  
Basic computer skills  
Forklift Experience  
Previously Operated a Box Truck and has a minimum Class D Drivers License.  
Clean Motor Vehicle Report Required  
Must Pass a DOT Physical and Keep it Renewed and Active  
Any prior experience is a plus

**Drug Free Workplace**