



Job Description

Job Title: Warehouse Associate (Shift 11am – 7pm)
Department: Materials Management
Reports To: Warehouse Manager
FLSA: Non-Exempt

Summary: Shipping, Receiving and General Warehouse Duties

Essential Duties and Responsibilities include the following:

- Compares incoming and outgoing shipments information, counts, weighs, or measures to verify information against bills of lading, invoices, orders, or other records.
- Operates shipping system, including ERP, UPS, Bar Coding, FedEx, Scan Gun etc.
- Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons.
- Attention to detail for timely and accurate order fulfillment
- Prints all documentation necessary to ship packages on a daily basis.
- Operates and maintains scales for weights and piece counts.
- Prepares shipments as skids or individual boxes.
- Delivers packages to addressee.
- Receives against purchase orders in ERP.
- Loads and unloads trucks.
- Routes items to departments.
- Examines outgoing shipments to ensure shipments meet specifications.
- Must pass a written and driving test as well as safely operate tier lift truck or hand truck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area.
- The ability to effectively work in a team environment.
- Mandatory overtime or changing of schedules may be required to ensure on time delivery to our customers.
- Must have a positive attitude.
- Must be able to follow direction.
- Other duties as assigned.

Education and/or Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires a high school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience. This position also requires qualification as a tow-motor operator. To perform this

job successfully, a candidate must also possess and/or demonstrate the relevant competencies as outlined in Delta's Competency Matrix.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk and/or hear, and use hands to finger, handle, or feel. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds in a fast paced environment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This position also requires employees to stand 90-95% of their shift and the ability to read labels on boxes from distances. Employees must also be able to communicate via phone to freight carriers and must be able to climb a ladder up to ten feet heights carrying up to 30 pounds. Also, the employee must be able to ride an order picker to ten feet heights.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high places, fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.