



Warehouse Associate

EEOC Job Classification:	Sales Workers
Department:	Warehouse and Fleet
Supervisor/Reports To:	Warehouse and Fleet Manager
Updated:	11/2023
Approved By:	HR Manager

The Warehouse Associate will be responsible for tracking warehouse inventory and ensuring products are shipped out on time. Review orders needing to be filled and pull products from shelves. You will also be responsible for ensuring inventory records are up to date letting the supervisor know when supplies and products need to be order according to Company policy. You will follow all safety guidelines and procedures throughout the warehouse.

Essential Duties

- Process, package and ship orders
- Organize stock and maintain inventory
- Organize warehouse space
- Receive, unload and place incoming inventory appropriately
- Abide by all Company policies and safety regulations
- Assist with minor maintenance tasks
- Keep warehouse clean and organized daily.

Required Skills

- Proven warehouse experience
- Adequate knowledge of warehouse software
- Ability to lift or move heavy products (50lbs +)

Education and Experience

- Required – High school diploma or equivalent
- Preferred – Ability to operate a forklift, hand truck, pallet jack and other warehouse equipment

Physical Requirements

- Sitting – 60%
- Standing/Walking – 40%
- Ability to lift/move 50+ pounds with assistance

Job Type: Full-time



Benefits

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Paid holidays
- Short-term disability insurance
- Long-term disability insurance

Schedule:

- 8-hour shift
- Monday through Friday
- 8am – 5pm

Ability to commute/relocate:

- United States: Reliably commute or planning to relocate to Kalispell, Montana before starting work (Required)
- No Travel Required



Employee Acknowledgement of Job Description

I have received a copy of the job description for my position.

Position: _____

Revision Date: _____

I, _____, have reviewed and fully understand the job description for my position and all of my duties and responsibilities. I am able to perform the essential duties of this job as outlined with or without reasonable accommodation. I understand that my job may change regularly or temporarily to adapt to the needs of my location or department without changes being specifically included in the job description.

Any questions that I have regarding my job description have been fully answered and I have no concerns prior to signing this acknowledgement. If I have any future questions regarding my job description or essential duties, I agree to reach out to the Human Resources Manager or my direct supervisor.

I understand that my employment is based on my ability to satisfactorily perform the essential duties and requirements of my job description.

Employee Name

Signature

Date

Supervisor Name

Signature

Date