

## Job Description

**Warehouse Operator**

<b>Department:</b>	Inventory Control/PDC Warehouse	<b>Job Grade:</b>	Non-Exempt
<b>Reports To:</b>	Logistics Supervisor	<b>Job Location:</b>	Horseheads, NY

**SUMMARY**

Receives and puts inventory into stock for distribution. Pick parts for internal use and for external customer orders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Additional duties may be assigned.

- Unloads and unpacks incoming shipments.
- Works with appropriate departments to receive and document customer repairs.
- Prepares appropriate paper work and wrap parts sending and receiving for outside services.
- Receives, transports and puts away or delivers non inventory material or supplies to the appropriate person and/or location.
- Picks customer orders (parts and equipment), kits, and shop orders for assembly and machine shop, perform proper transactions in ERP system to reflect material picked and deliver material to appropriate area.
- Runs and picks daily consolidation orders, perform proper transaction in ERP system to reflect material picked and deliver material to appropriate area.
- Packs customer orders (parts orders alone or parts shipped with equipment), DRP orders, consolidation orders, tooling orders, engineering orders, repair orders and non-inventory shipments between companies appropriately to ensure parts will not be damaged in shipment and shipping weight restrictions are adhered to.
- Processes shipment using the appropriate carrier's computer system to generate the shipping label and shipping documentation.
- Performs daily cycle count based on daily cycle count report.
- Moves incoming material to the appropriate stocking location in the stockroom.
- Moves completed shop orders to the appropriate stocking location in the stockroom.
- Updates part weights in ERP system based on daily missing weight report for parts in stock that don't have weights.

**BASIC DUTIES & RESONSIBILITIES** include the following. Additional duties may be assigned.

- Provides assistance to shipping as needed.
- Orders boxes, wood and packing materials.
- Maintains inventory of all uncontrolled items ordered through pick cards or purchase orders.
- Builds boxes for shipping as required
- Uses ERP system for computer inventory transactions and inquiries.
- May be requested to work with a new hire for training for a specified period.
- Maintains a clean and safe working environment by adhering to the safety guidelines and procedures outlined by the company.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**TRAVEL**

Occasional travel may be required for training seminars and/or tradeshow.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or 1 to 3 months related experience and/or training; or equivalent combination of education and experience.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to produce routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Fork Truck and Picker Certified (In-house Training) and Valid Driver's License

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **COMPUTER SKILLS**

Basic knowledge of word processing and ERP systems.

### **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, use hands to touch, handle or feel objects, tools or controls; reach with hands and arms, and talk or hear. The employee frequently is required to climb or balance; and stoop, kneel, or crouch. The employee is occasionally required to sit. The employee must frequently move up to 25 pounds and occasionally move up to 50 pounds. Common sense should be used, if the item is more than can lift comfortably get help and/or use a forklift or hoist.

### **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.

The noise level in the work environment is usually moderate.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_