

## **JOB DESCRIPTION**

**JOB TITLE:** General Warehouse

**EMPLOYER:** Nelson & Storm Tool Supply

**DEPARTMENT:** Warehouse

**REPORTS TO:** Warehouse Manager

**EFFECTIVE DATE:** 2/25/2019

**SUMMARY:** Assist in maintaining an effective and efficient flow of warehouse operations through sound decision making and organizational skills.

### **DUTIES AND RESPONSIBILITIES:**

- Filling customer orders.
- Stocking and counting inventory.
- Receiving incoming shipments, both UPS & common carrier.
- Process outgoing shipments, both UPS and common carrier.
- Some local driving and deliveries.
- General warehouse duties.
- Assist walk-in customers.

### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Solid work ethic, self-starter, and a quick learner.
- Excellent verbal and written communication skills.
- Ability to work in a fast-paced environment.
- Commitment to excellence and high standards.
- Strong organizational skills; able to manage priorities and workflow.
- Ability to work well with all levels of management and staff as well as customers and vendors.
- Ability to understand and follow written and verbal instructions
- Professional appearance and demeanor.
- Ability to effectively communicate with people at all levels and from various backgrounds.
- Must be able to speak, read, write, and understand the primary language used in the workplace.
- Acute attention to detail.

### **COMPETENCIES:**

- **Problem Solving**--Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.
- **Technical Skills**--Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Judgment**--Displays willingness to make decisions; Exhibits sound and accurate judgment.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to stand
  - Continually required to walk
  - Occasionally required to sit
  - Continually required to utilize hand and finger dexterity
  - Continually required to climb, balance, bend, stoop, kneel or crawl
  - Continually required to talk or hear
- 

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*