



Valley Wine Warehouse

Job Description

Job title	Forklift Operator
Reports to	Warehouse Supervisor

Job purpose:

To perform forklift operational functions required for all aspects of shipping, receiving, and accurate inventory in the warehouse while putting a priority on the care, custody, and control of our customer's product.

Duties and responsibilities:

Assist shipping and receiving unloading trucks and checking in merchandise
Prepare orders by pulling materials, wrapping pallets, and placing orders in delivery area
Sort and place materials or items on racks, shelves or in lanes according to organizational standards
Fill out paperwork accurately and legibly
Maintains a safe and clean work environment by keeping shelves, pallet area, and work areas neat.
Organize warehouse and work area for orderliness at all times.
Wear the proper safety equipment
Maintain and comply with all processes and procedures to ensure warehouse compliance
Understand and follow company policies, guidelines and work instructions
Maintain professional behavior with co-workers and customers
Assist in keeping an accurate inventory
Other duties as requested

Qualifications:

One to two years of experience in warehousing or inventory preferred
Forklift experience a plus
AMS experience is a plus
Strong calculative, analytical, and communication skills
Self-motivated and able to work independently as well as with multiple departments
Ability to manage time to meet required deadlines and to multi-task
Able to operate warehouse machinery including but not limited to: pallet jack, order picker, fork lift, and reach truck
Able to operate office machinery including but not limited to: computer, printer, phone, and calculator

Working conditions:

Refrigerated work environment of 55 – 60 degrees
Moderate noise level
Fast paced

Physical requirements:

Crouching, climbing, reaching, bending
Able to repetitively lift up to 50 pounds
Capable of standing and walking extended periods of time
Able to work effectively in a temperature controlled environment

Compensation:

Earn a competitive salary, commensurate with experience
Eligible for medical, dental, vision and life insurance
Eligible for 401K enrollment after 1 year of service and 1000 hours
Become a part of a thriving company with a family oriented workplace and culture

Apply today: careers@icc-stravinski.com