



Valley Wine Warehouse

Job Description

Job title	<i>Warehouse Operator</i>
Reports to	<i>Warehouse Supervisor</i>

Job purpose

To perform 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 customers' product.

Duties and responsibilities

Assist shipping and receiving unloading trucks and checking in merchandise
Prepares 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 50 – 55 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 competitive salary, commensurate with experience

Receive medical, dental, and begin accruing paid time off after being employed through Valley Wine Warehouse for 90 days

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

If you are interested in this position, please send your completed resume to:

David Hess, Operations Manager

Valley Wine Warehouse

davidh@valleywinewarehouse.com