

**WAREHOUSE ASSOCIATE**

**Reports To:** Warehouse Supervisor

**Location:** Orlando

**The Low Down:**

The warehouse associate receives shipments and restocks orders, keeps track of inventory, ships orders to customers, and maintains the cleanliness and organization of the warehouse space.

**What your day will look like:**

* Signs for deliveries of company products.
* Organizes and restocks products in the warehouse.
* Takes inventory of all supplies, and reorders materials as necessary.
* Processes and packages orders.
* Operates forklift and other machinery needed to transport heavy items around the warehouse.
* Delivers orders to clients and customers.
* Addresses and resolves any shipment or delivery errors.
* Assists customer service department in addressing customer complaints with regard to shipments and deliveries.
* Inspects all goods being shipped and received, reporting and defective or damaged items.
* Keeps warehouse organized and clean.
* Updates management or supervisor on the status of inventory, shipments, and deliveries.
* Devises new and improved ways to store and ship products.

**What you bring to the table:**

* Possesses physical strength necessary to lift heavy boxes and crates and move them around the warehouse.
* Is capable of maintaining the stamina needed for long hours of physical labor.
* Works well with a team.
* Exhibits effective communication skills, essential to providing instructions and suggestions about warehouse organization to management and other warehouse associates.
* Pays close attention to detail, a skill essential in identifying order discrepancies and product deficiencies.
* Demonstrates strong customer service skills, for the purpose of handling customer complaints.
* Possesses the mental and physical acuity necessary to drive and operate heavy machinery.
* Must be able to multi-task and work efficiently.
* Demonstrates excellent time management skills.
* Possesses clear knowledge of computer ordering systems.
* Has ability to navigate and troubleshoot computer systems as necessary.
* Can think creatively and spatially, in order to efficiently and effectively organize inventory.

**General Qualifications:**

Must be able to read, write and speak English, ability to effectively present information and respond to questions from customers and technicians.

* High School diploma or GED required
* Proper certification to operate forklifts or other heavy machinery in the warehouse

**Physical Demands/Working Conditions:**

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.

* regularly required to talk and hear
* frequently required to sit, stand, bend at the knees and waist, and walk
* required to use hands to type, handle objects and paperwork
* required to reach and hold on to items at chest level or reach above the shoulder
* required to use close vision and be able to focus
* required possible infrequent travel
* the position involves a significant amount of physical labor requiring long hours of lifting, packing standing and movement around the warehouse
* temperatures in the warehouse are variable, with dramatic increases or decreases in response to weather and the products being stored

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