
WAREHOUSE ASSOCIATE I

Reports to: Department Supervisor
Location: Aurora, IL

Status: Full-time NonExempt
Department: Order Fulfillment, Assembly or Returns

Summary of Job: The Warehouse Associate I is responsible for working in one of the 3 main areas of the warehouse. These areas are: Order Fulfillment, Assembly and Returns. Associates can progress into higher bands as they learn the jobs in multiple areas.

Responsibilities:

Returns:

- Responsible for the accurate tracking of products received and customer documentation including the reason for the return.
- Responsible for the inspection of returned product and determination of whether the product can be restocked or is received damaged.
- Perform tasks related to cleaning the product, removing stickers or other similar actions.
- Sort the product for putaway
- Maintain standards set for accuracy and work volumes as established by the practices, policies, and procedures in effect for the distribution center.
- Perform other duties as assigned

Assembly:

- Perform tasks related to the assembly and packaging of production including preparation and inspection of components, assembly of components, stickering, labeling, cartoning and packaging products.
- Operate shrink wrap machine and maintain a clean and orderly work area
- Maintain standards set for accuracy and work volumes as established by the practices, policies, and procedures in effect for the distribution center.
- Perform other duties as assigned.

Order Fulfillment:

- Responsible for the accurate picking of products from stock and sorting these products into orders using RF scanner.
- Responsible for the accurate packing of orders including the packing of the correct quantities and items, correct marking of cartons, adding stickers and inserts as directed and inclusion of correct labels and methods of shipment.
- When packing, select the correct sized carton of packaging and filler to minimize shifting and movement of product during shipment and tightly seal the carton or packaging.
- Maintain standards set for accuracy and work volumes as established by the practices, policies, and procedures in effect for the distribution center.
- Perform other duties as assigned

Minimum Requirements:

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- Basic computer skills
 - Ability to use RF scanner and learn Red Prairie software.
 - Must possess good attendance and performance record.
 - Ability to sustain a high level of physical activity related to repetitive motion, lifting, cartoning and moving a high volume of products and cartons which weigh up to 50 lbs.
 - Ability to follow and understand written and verbal instructions which call for multiple different actions based upon product titles/descriptions, product quantities, product sizes, shipping codes, product identification codes and similar information.

Preferred Requirements:

- Experience in distribution center environment preferred, but not required.

I understand that the above is not an exclusive listing of all duties to this position and that others may be added and/or those specifically listed may be expanded, de-emphasized, or deleted without alteration to this document.

I acknowledge that I have read and understand this job description and that I have received a copy of it.

Signature

Date:_____

Print Name