

Position: Warehouse Associate I

Under the day to day direction of the Parts Department Supervisor and/or department lead, a Warehouse Associate I - Puller is responsible for pulling and verifying customer part orders, and ensuring the orders accuracy prior to shipment.

Key Responsibilities:

- Accurately identify and pull parts by item number and quantity defined on the customer order.
- Checks order for any special instructions (i.e. customer pick up, priority, backorder, etc.).
- Verifies item on order by checking item number and description.
- Notifies supervisor/lead of low inventory or if parts are missing/mislabeled from inventory.
- Delivers pulled parts quickly and efficiently to the shipping department for verification and shipment.
- Keeps work area neat, clean, and organized.
- May assist shipping department and/or kits department as business needs see fit.
- Other duties as assigned.

Preferred Qualifications:

- H.S. Diploma\GED
- This position requires a person who can stand for prolonged periods of time, climb, bend, stoop and reach.
- Must have good manual dexterity, motor coordination and the ability to lift up to 40 pounds.

Skills, Knowledge, and Attitude for the Job:

- Basic math skills and ability to count.
- Must be able to read, write and comprehend English.
- Able to use the computer to look up parts and input data as necessary.
- Works collaboratively with others.
- Strong attention to detail.
- Able to work effectively and efficiently in a fast paced work environment.