

## Warehouse Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$18.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

We are seeking an outgoing, detail-oriented team player to support all shipping, receiving and inventory management functions in our warehouse operations. The Warehouse Assistant is responsible for executing the primary shipping, receiving and inventory control functions for merchandise used for fundraising, membership and donor support activities. Responsibilities include following all manual and data entry procedures associated with receiving merchandise shipments, putting inventory in the appropriate warehouse storage locations, shipping/dispositioning merchandise in support of member, donor and fundraising orders and maintaining a safe, organized and clean warehouse.

#### Responsibilities

**Shipping and receiving:** Execute all tasks associated with shipping and receiving of purchased and donated items and supplies. Pull, package/stage for shipment and load inventory needed to support fundraising efforts (events, member gifts, store orders, etc.) as well as special requests. Coordinate with freight carriers on shipment pick-up and drop-off logistics. Use inventory management software to update and manage shipping and receiving transaction/ documentation as directed by the Warehouse Operations Manager to ensure we are in compliance with all legal and organizational requirements. Follow merchandise receiving and disposition processes to achieve 99%+ inventory accuracy as measured by Inventory Audit dollar variance. Coordinate with the Warehouse Operations Manager maintaining a safe, clean and organized warehouse.

**General warehouse support:** Maintain a well-organized, clean and safe warehouse environment, ensure integrity of secure areas and efficiently manage warehouse space to provide storage and processing capacity during peak shipping and receiving periods. In addition, the Warehouse Assistant is expected to develop, maintain, and grow effective relationships with Board of Directors members, committee members, co-workers, industry professionals as well as help create a positive experience for members through outstanding customer service.

**General Warehouse Maintenance:** Maintain a well-organized, clean and safe warehouse environment. Keep aisles free of obstacles. Maintain integrity of and access to secure areas (suites, warehouse, gun room and showroom). Maintain sufficient warehouse space to ensure storage and processing capacity during peak shipping and receiving periods. Develop, maintain, and enhance effective relationships with Board, committee members, general membership, co-workers, and other industry professionals. Identify continuous improvement opportunities in order to streamline and simplify work flows, reduce costs and improve customer service levels

### Requirements

#### Desired background and attributes

- Associate's degree preferred plus a minimum of two years' experience working in a warehouse environment (e.g. shipping and receiving, inventory control)
- Must be able to comfortably use warehouse equipment including step stool, warehouse ladders and stairs; must have the ability to lift 35 lbs. overhead and 50 lbs. to knees.
- Must be able to stand for extended periods of time as well as endure variable climates in both summer and winter periods.
- Must be able to prioritize work, organize and maintain information/paperwork, meet shipping deadlines and customer service level goals in a dynamic environment.
- Must be detail-oriented and possess strong organization skills.
- Team player with a positive, friendly demeanor.
- Proficiency with software programs including Microsoft Office suite (Word, Excel, and Outlook); familiarity with inventory management software strongly desired.
- Ability to use interpersonal skills, including effective listening, diplomacy and tact, to interact positively and professionally with members, co-workers, vendors and other CWA constituents.
- Become familiar with and remain conversant in the organization's programs and activities, and with the culture of its membership.

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