



## PROFILE OF INNOVATION

### Job Description

**Position:** Warehouse Associate  
**Location:** Reno, NV  
**Reports To:** Warehouse Supervisor

#### **Job Summary:**

This position requires the employee will acquire a thorough knowledge of the Company's products and the procedures and policies applicable to packaging, scheduling, order processing and related administrative tasks.

#### **Primary Responsibilities:**

- Unloading and loading trucks
- Replenishment of stock
- Utilize material handling equipment – pallet jack, shrink wrapper, etc.
- Pick customer orders according to picking lists
- Pack customer orders according to packing lists
- Pack products securely for shipping, according to general packing guidelines
- Properly label packages with package content and shipping labels
- Loading packages onto transportation trucks
- Maintain clean and safe work environment
- Perform inventory counts
- Assist in maintaining the security and safety of the warehouse.
- Complete special projects as directed by management
- Other duties as assigned
- Represent Schluter Systems L.P. in a professional, positive, and enthusiastic manner in all matters
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#### **Skills/Requirements:**

- Effective communication, ability to read, write, and perform basic math functions (addition, subtraction, multiplication, division) accurately
- Prior experience in a warehouse/distribution environment
- General knowledge of warehouse procedures
- Ability to work in a team environment and take initiative
- Ability to lift 70 lbs. climb ladders, and utilize material handling equipment
- Good attendance is required

#### **Education Requirements:**

- High school diploma or equivalent

The duties and responsibilities described in the above job description is not a comprehensive list, additional job duties may be assigned to the employee and/or the scope of the job may change to meet business needs.

*This pay range represents the base hourly rate or base annual full-time salary for all positions in the job grade within which this position falls. The actual base pay offered will depend on a variety of factors including experience, education, geography and other relevant factors. This position is eligible for additional benefits to the base pay range listed above.*

*Schluter Systems L.P. is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability, genetic information, or any other characteristic protected by law.*