



PROFILE OF INNOVATION

Job Description

Position: Warehouse Associate W/MHE

Location: Reno Facility

Reports To: Warehouse Supervisor

Job Summary:

This position will report directly to the Warehouse Supervisor. Operates forklifts, pallet jacks, and other machinery to move materials onto and off trucks and loading docks. Making sure all shipments are properly secure/shrink-wrapped for shipping purposes. Keeps inventory, loading areas, and machinery clean. Open containers, sort, and catalog materials. Learns and adheres to workplace safety regulations.

Primary Responsibilities

- Unload / Load trucks at receiving dock without damage
- Record shipment overages/shortages/damages
- Communicate any shipment damages to appropriate personnel
- Verify goods received against delivery manifests
- Perform quality control on received goods
- Put away goods to stock
- Replenishment of stock
- Perform various material movements in the warehouse according to system generated movement tickets and confirm once move is complete
- Maintain a clean and safe work environment
- Assist in maintaining the security and safety of the warehouse
- 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
- Pick and deliver material needed for filling orders using order picker
- Performing inventory counts as assigned
- Other duties as assigned
- Represent Schluter Systems L.P. in a professional, positive, and enthusiastic manner in all matters.

Skills/Requirements

- 4-6 hours training: pass both written and practical tests
- Successful completion of six (6) month on-hands training experience with satisfactory job performance (safety, quality, and productivity, etc.)
- Good communication, ability to read, write, and perform basic math functions (addition, subtraction, multiplication, division) accurately
- Prior experience in a distribution environment
- General knowledge of warehouse procedures
- Computer skills with business software – INFOR, etc. preferred, not required
- Ability to work in a team environment and take initiative
- Ability to lift 50lbs, climb ladders, and utilize material handling equipment – Forklift (stand up / sit down, pallet jack, shrink wrapper, bailer, etc.)
- Ability to adhere to defined processes and procedures and suggest improvements
- Good Attendance is required



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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.