

Warehouse Associate Job Description

This is a 40-hour per week role, supporting the efforts of the overall mission of SF and assisting with completion of shipments for all domestic and international locations we serve. This role will report to the Warehouse Manager.

Warehouse Associate Responsibilities

- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- May complete deliveries by driving truck or van to and from shoe distribution and off-site volunteer locations.
- Maintains inventory controls by collecting stock location orders and printing requests.
- Will require some weekend work
- Maintains quality service by following organization standards.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Completes reports by entering required information.
- Maintains technical knowledge by attending educational workshops; reviewing publications.
- Contributes to team effort by accomplishing related results as needed.

Desired Skills of a Warehouse Associate

- CDL Requested
- Clean Driving Record
- Teamwork, Coordination
- Organization
- Planning
- Time Management
- Reporting Skills
- Inventory Control
- Documentation Skills
- Equipment Maintenance
- Data Entry Skills
- Dependable