

### **Summary/Objective**

This position receives stores and distributes material, tools, equipment and products within the warehouse, ensuring accuracy and timeliness of all job functions. Use of warehouse equipment such as hand trucks, forklift, computers, and others is required. The ability to work independently and prioritize work load is crucial.

### **Job detail:**

- Maintaining safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations
- Complete inventory and other reports by entering required information into inventory system
- Ability to carry and climb ladders of which generally range in size from a 6 ft. step to a 24 ft. extension
- Lift up to 50 pounds - Push, pull and maneuver heavier items with additional manpower and/or appropriate devices as required.
- This position requires travel between company offices statewide
- General facilities maintenance duties as needed
- General knowledge of electrical systems, proficiency in Microsoft Office Word and Excel, general data entry, use of forklift, hand trucks and other warehouse equipment.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Skills and Qualifications:**

You will be required to pass a state and federal background check, drug test and have a valid South Carolina driver's license. Full benefits and retirement plan. Pay is commensurate with experience.

### **Other Requirements**

- Pass initial employment as well as random selection drug testing.
- Observe all procedures and safety rules as defined in the company manual.
- Maintain a well groomed, neat and professional appearance.

### **Education**

- High School Diploma (Required), 2-year Technical Degree (Preferred)