



## Job Description: Warehouse Associate

### Position Summary

Warehouse Associates work as a team to unload and load both incoming and outgoing shipments. Attention is given to the details. All materials are separated according to quantities, routes, and destinations. CWGDD can pride itself on its quality products because our associates use extreme care in the distribution and delivery process.

### Duties and Responsibilities

- Receives and unloads shipments/deliveries verifying accuracy on the packing slip.
- Inspects all shipments for damages, defects, and discrepancies.
- Picks and labels stock products for delivery.
- Manually loads company delivery trucks/trailers and will call customer vehicles according to customer invoice.
- Assists with maintaining inventory control.
- Responsible for the careful handling of each product to ensure a damage-free delivery.
- Use a computer to complete shipments.
- Maintains cleanliness of warehouse.
- Assists with maintenance/cleaning of equipment.
- Conduct work processes in a safe manner.
- Performs miscellaneous duties as assigned.

### Knowledge, Skills, and Abilities

- Able to work in a fast paced and self-directed environment.
- Capable of learning quickly and retaining critical information.
- Able to read, sort, count, and verify numbers.
- Interpersonal and teamwork skills for working in a team environment.
- Self-motivated to make decisions, solve problems, and think creatively.
- Able to frequently lift and walk carrying 50+ pounds.
- Requires extensive standing, walking, bending, and lifting. Some overhead lifting.
- Use of hand and power tools
- Ability to use and operate a forklift.

### Education and Experience

- High School diploma or GED equivalent required.
- Prior warehouse and/or garage door industry experience preferred.
- DOT Medical Card preferred but not required.