

## **JOB DESCRIPTION**

**TITLE:** Warehouse Specialist

**REPORTS TO:** Team Leader, Warehouse

**PRIMARY FUNCTION:**

- Pick and pack parts from warehouse according to pick lists
- Process shipments in Epicor
- Pack kits for stock and for orders
- Generate jobs and log time and labor on them accurately
- Count parts for cycle counts
- Move parts from production or shipping dock to the warehouse
- Palletize and prepare orders for freight shipments
- Follow guidelines of our quality control system
- Participate actively in the continuous improvement process
- Use Kanban style system to control inventory levels
- Perform Quality Checks
- Other duties as assigned/required

**KNOWLEDGE AND EXPERIENCE:**

- Attention to detail
- Forklift driving
- Knowledge of basic computer skills
- Must work well in a team-oriented environment
- GED or high school diploma
- 2 years warehouse experience
- Able to meet deadlines
- Able to withstand moderate amounts of stress

**MANAGEMENT RESPONSIBILITY:**

N/A