



## JOB DESCRIPTION

**JOB TITLE:** Warehouse Tech

**FLSA:** Non-Exempt

**DISCLAIMER:** The following job description is to outline the general nature and degree of work performed by employees within this job classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.

**PRIMARY PURPOSE:** The Warehouse Tech is primarily responsible for the orderly daily operations of the warehouse and vehicles. The Warehouse Tech will assist in pulling, picking and preparing products for route personnel pick-up. The Warehouse Tech will be responsible for receiving and storage of products, maintaining an organized work environment, and ensuring equipment readiness for delivery/placement. The Warehouse Tech will assist with product delivery and vehicle maintenance as needed.

### MINIMUM SPECIFICATIONS:

**Education:** High School diploma or equivalent

**Experience:** Vending preferred

**Certification/Licensure:** Valid driver's license

### Skill/Abilities:

- Must be proficient in verbal and written communication
- Must be able to follow verbal and written directions
- Must have interpersonal skills
- Must have the ability to understand and implement product electronic devices
- Must be proficient in operational use of vending equipment
- Must be proficient in computer application use (i.e Microsoft Office, Outlook)
- Must be able and comfortable in bending, squatting, and performing overhead work/work at different heights
- Must have discretion and confidentiality abilities

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- Place and store products in approved and appropriate container/location

- Check receipts of delivery to ensure no product shortages in deliveries made to AmeriTex
- Communicate any discrepancies in deliveries or shortages on invoice to appropriate personnel
- Routinely check warehouse inventory, ensuring all products are in code
- Stock all product based on FIFO (first in, first out) to ensure freshness of product and limited waste
- Organize and maintain clean and obstruction-free work zones
- Organize and maintain clean work equipment
- Assist with inventory management to include ordering and receipt of approved products
- Provide updated products labels to shelves and other storage sites
- Maintain written and electronic records of inventory supplies and products
- Ensure accurate and appropriate product orders
- Facilitate product requisition and distribution for route and micro-market drivers, to include proper utilization of electronic devices (i.e. hand-held)
- Facilitate requisition fulfillment of route personnel
- Respond to work request and communicate to appropriate personnel in a timely manner
- Document work request and work completion on established form
- Discuss and reconcile work-flow concerns with supervisor
- Assist with existing and new client equipment/device medication, relocations and set-ups
- Assist with vehicle maintenance as requested (refuel, oil change, inspection, etc.)
- Maintain confidentiality of fiscal and personnel related information
- Promote internal and external relationship building with employees, vendors and contractors
- Perform other related duties as assigned

## **WORK STYLES:**

- Job requires working or acting together as a member of a team for common purpose or benefit
- Job requires having excellent attendance, being reliable, responsible and fulfilling obligations
- Job requires consistency of actions, methods, principles, expectations and outcomes
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations. Any insubordination will be grounds for immediate dismissal
- Job requires being careful about detail and thorough in completing work tasks
- Job requires accepting criticism and dealing calmly and effectively with high stress situations
- Job requires a willingness to personally take on responsibilities and challenges
- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job