

Warehouse

Miura | Full Time | Rockmart, GA, US

Purpose of position:

Loads and unloads delivery trucks using a hand truck and/or forklift truck and overhead crane. Delivers needed items to workstations. Picks parts from stock for production/service. Updates deliveries on inventory system.

Essential Duties and Responsibilities:

1. Picks parts from inventory per work orders.
2. Unloads trucks or receives deliveries from the drivers of suppliers. Verifies the amount delivered and updates the computer system with this information. Prints tags to stock items. Loads and tarps loads as needed.
3. Updates and verifies all daily receiving reports based on parts picked and parts received.
4. Inspects fabricated parts and other incoming parts using drawings and prints and/or catalogs.
5. Picks stock and packs stock for shipping for Sales department. Weighs parcels for shipping. Calls trucking or courier companies to arrange for shipping as required.
6. Organizes and maintains work in progress areas, outside yard, and stock areas by moving stock around to appropriate locations using hand truck, forklift, and overhead crane.
7. Photocopies all packing slips for production department.

Position Requirements (knowledge, skills and abilities required to perform satisfactorily in the position):

- High School Diploma or GED.
- At least 2 years of forklift experience in manufacturing environment.
- Excellent organizational, time management and attention to detail skills.
- Warehouse Specialist Certification is a plus.

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need; Drug-Free Workplace.

Physical Demands:

- Position requires standing and walking over 2/3 of time.
- Position requires sitting working at a keyboard 1/3 to 2/3 of time.
- Position requires reaching, stooping, kneeling, crouching, and/or crawling 1/3 to 2/3 of time.
- Position requires climbing and balancing 1/3 to 2/3 of time.
- Position requires talking and hearing 1/3 to 2/3 of time.

- Position requires lifting up to 50 lbs. over 2/3 of time.
- Position requires lifting more than 50 lbs. 1/3 to 2/3 of time with help of jib crane, pallet jack, etc.
- Position requires pushing, pulling, and climbing stairs 1/3 to 2/3 of time.
- Position requires using close, distance, and color vision 1/3 to 2/3 of time.
- Position requires working outdoors under 1/3 of time.
- Position requires reading and interpreting instructions over 2/3 of time.
- Position requires regular and reliable attendance, as well as, English and grammar usage skills required over 2/3 of time.

For more information and to apply, visit:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=89ec445e-cbdd-4cb7-a3d1-a32813e4fc81&cclid=19000101_000001&type=MP&lang=en_US