



## Warehouse Clerk/Assembly Technician

**Classification:**

Hourly/Non-Exempt

**Schedule:**

Monday thru Friday 8 hours per day

**Reports to:**

**Warehouse Management**

### Job Summary

Responsible for performing a variety of tasks, including assembling products and accurately picking and filling orders to meet customer delivery schedules, while ensuring compliance with all company, state, and federal safety rules and regulations.

### Essential Duties & Responsibilities

- Load and unload products.
- Pull parts for customer orders.
- Assemble products before shipping.
- Assist with shipping and receiving materials.
- Assemble crates and pallets for shipping supplies.
- Maintain counts, labels, and inventory of shipped items.
- Ensure all weights and counts are ready for distribution per company standards.
- Perform warehouse maintenance.
- Package materials for shipping.
- Move materials to and from designated areas in preparation for shipping and/or receiving.
- Prepare materials for shipping by applying proper markings.
- Communicate with supervisors and team members regarding issues or concerns related to standard work processes.
- Perform any other job-related tasks as assigned by supervisors and management.
- Maintain safe operations by adhering to safety procedures and regulations.
- Maintain general warehouse housekeeping, including sweeping, breaking down boxes, and loading/unloading materials.
- Clean and maintain the work area, equipment, and tools.
- Complete safety training and comply with company safety and environmental policies.
- Adhere to all safety procedures and regulations.
- Perform basic preventive maintenance and safekeeping of equipment.
- Perform other duties as assigned by supervisors or management.

## Qualifications and Skills

- High school diploma or equivalent.
- A minimum of one year of experience in a warehouse environment is preferred.
- Must have a valid driver's license.
- Forklift certification preferred.
- Ability to work in a fast-paced environment.
- Basic computer skills.
- Ability to perform accurate measurements and basic arithmetic.
- Good hand-eye coordination and attention to detail.
- Ability to use a measuring tape and other measuring tools.
- Ability to work independently, with a detail-oriented mindset with strong communication skills.

## Physical Requirements

This position requires the ability to stand for extended periods and perform lifting, twisting, and bending:

- **Standing:** Frequent to continuous
- **Sitting:** Occasional to frequent
- **Walking:** Occasional to frequent
- **Bending/Stooping/Squatting/Kneeling:** Occasional to frequent
- **Gripping/Manipulation:** Frequent
- **Lifting and Carrying:** Up to 50 lbs. from floor to waist; 50+lbs. with assistance.

## Working Conditions

Employees will work in a noisy environment and may work near moving mechanical parts while using standard heavy equipment and tools. Department assignments are heavy industrial, repetitive, and may be performed outdoors under varying weather conditions. Employees must wear a hard hat (when applicable), approved safety glasses, hearing protection, and steel-toed shoes at all times.

## Personal Protective Equipment and Safety

Employees must wear approved Personal Protective Equipment (PPE) at all times, including safety glasses, a respirator, hearing protection, and steel-toed (steel or composite toe) shoes. Strict adherence to all established safety practices is required.