

WAREHOUSE SPECIALIST

General Responsibilities

- Shipping and receiving of all products
- Maintain inventory in the cage area
- Freight recommendations
- Maintain warehouse appearance
- Review freight charges on a monthly basis
- Keep Shipping system (UPS Worldship & Fed Ex) up-to-date and working
- Provide weekly update reports – summary of activities for the week
- Schedule and perform cycle counting and physical inventory controls
- Communication with internal and external sales support, shipping companies/couriers, customers
- Certified operator forklift and scissorlift
- Maximum lifting requirements 70 lbs.
- Basic computer skills

Employment Pre-Requisites

- High School Diploma or GED equivalent