

Warehouse/Fulfillment Worker – Display Graphics

JOB DESCRIPTION

Purpose: Provide material handling and miscellaneous production support for Display Graphics operations. Provide warehouse/fulfillment support for efficient assembly/fulfillment activities that take place in the warehouse

Reports to: Production Manager

Status: Non-exempt (Hourly)

Essential Responsibilities:

1. Assist with the timely receipt and placement of all incoming deliveries to the warehouse. Count, sort, and ensure accurate quality of receipt of all incoming deliveries. Communicate ordering of inventory based on inventory levels.
2. Prepare stock and/or materials for printing production when needed using appropriate auxiliary equipment as instructed (i.e., trimmer, slitter, roll coater, manual piecework, grommet work) in order to meet production schedule requirements and customer ship dates.
3. Proactively check production schedule and transport materials in a timely manner to the appropriate work areas in order to meet production requirements.
4. Ensure the warehouse is kept organized and clean. Follow all safety policies and procedures.
5. Assist with providing work guidance to assembly/fulfillment team as needed to ensure customer timelines are met
6. Perform a variety of packaging, fulfillment, and/or kitting tasks of finished product per work ticket instructions and prepare for shipment. Follow all quality assurance standards and procedures.
7. Ensure that finished goods are set up to be shipped according to customer specifications and to ensure safe packaging of shipment so product is received by customer in good condition.
8. Any other duties as assigned.

Knowledge, Skills and Abilities:

- Basic math aptitude; individual must know basic math skills and be able to read a ruler
- Basic computer skills
- High level of accuracy and attention to detail
- Able to handle numerous projects simultaneously in a fast paced environment; work with minimal supervision and use good, independent judgment in completing tasks
- Ability to provide and give direction to others to accomplish tasks
- Basic understanding of warehouse safety procedures

Education and/or Experience:

High School diploma or equivalent is required. Prior experience in a manufacturing setting is preferred. Must be able to operate a forklift and miscellaneous production equipment.

Performance Standards: Employee will be reviewed on ability to achieve the outcomes stated above. The employee must work safely at all times and maintain the confidentiality of all department, company, and customer information.

Equipment/Materials Used: Computer, forklift, ladder, general fulfillment/warehousing tools and equipment, and miscellaneous print finishing equipment (i.e., trimmer, slitter, roll coater, etc).

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Conditions of Employment: Continuous standing and walking. Ability to routinely lift up to 50 pounds. General vision and hearing. Safety shoes required. Occasional overtime may be required to meet the needs of the business.

Employment is on an at-will basis and may be terminated at any time, and for legal reason, with or without cause, either by the employee or the company.