



Job Title: Warehouse Associate

Department: Operations

FLSA Status: Non-Exempt

Location: Pompano Beach, FL

Summary:

This position is a warehouse position, working all facets of the warehouse.

Responsibilities:

- Handling, preservation, and packaging of material for storage and/or transportation to customer
- Unload/Load supplies and material from vehicles as required
- Operational knowledge and responsibility of lift equipment to support inventory movement of material through facilities (example: forklifts or other handling equipment to move material within warehouse)
- Process orders and documents as required for outbound goods issue
- Picking of inventory and maintenance of inventory accuracy
- Work in accordance with all published company policies and procedures
- Perform cycle count audits as needed
- May assist with on-the-job training to less experienced warehouse associate
- Performing external and monitoring internal inventory audits for deviations
- Monitor storage bin reconciliations
- Inventory analysis
- Coordinate scrapping with VP of Asset
- Processing of all scrap material
- Warehouse activity monitoring
- Coordinate with assets the reconciliation of inbound and outbound material
- Communicate all requirements and changes that effect inventory
- Ability to monitor and action internal and external discrepancies independently as they relate to inventory issues
- All other duties as assigned

Requirements:

- High school graduate or equivalent
- Forklift driver experience
- Proven computer skills
- Knowledge of the inventory systems
- Strong coordinating skills



Travel/Misc.:

- None

Apply:

Attach resume and send it to joinus@willislease.com. Please reference job title.