

Leff Electric Job Description

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| Job Title: | Warehouse |
| Location: | Headquarters |
| Status: | Non-Exempt |
| Reports to: | Warehouse Manager |
| Supervises: | No |

Job Duties:

- Accurately selecting product according to the customer's order using RF (Radio Frequency) hand held scanners.
- Ensuring outbound shipments are accurate and free of damage. Reporting quality variances to supervisor
- Pulling and preparing product for shipment, ensuring that the exact number and type of product is picked. Perform picking duties in an efficient manner that meets customer service standards
- Moving and staging product and materials using a pallet jack or other equipment. Use radio frequency equipment for picking and load functions, as required. Maintain the facility's equipment and materials in a neat, clean, and orderly fashion. Operate all equipment in a safe and efficient manner following prescribed work methods.
- Become knowledgeable of the responsibilities, procedures and duties of other areas of the warehouse. Act as back-up during times of absence and vacation
- Charging forklift battery as needed; participate in physical inventories; perform labeling, sorting, wrapping, packing, and repacking as needed; repair pallets when necessary
- Maintaining a safe working environment. Maintain a clean, neat, and orderly work area. Recognize our customers and Leff Electric's commitment to pride and quality work. Assist in maintaining the security of the building and conduct all activities in a manner that promotes a safe environment
- Ability to work overtime as required

Qualifications:

- Experience with and ability to operate material handling equipment, electric pallet jack, reach truck, fork lift experience preferred
- Must be capable of repetitive lifting of up to 50 lbs; must be able to stand and walk for extended periods of time
- Must be capable of sitting, standing, and walking for extended periods of time
- Ability to read, write, and speak English

- Ability to count accurately, do simple math and write legibly
- Familiarity with Radio Frequency (RF) equipment is preferred
- Strong sense of urgency; flexibility in meeting deadlines
- Strong attention to detail and quality
- Must be able to pass a pre-employment drug screen and background check

Employee Sign-Off Agreement:

We understand and mutually accept that the above description represents our agreement as to the job to be performed.

Employee/Date _____ Supervisor/Date: _____

Please email a signed copy of this Job Description, along with an updated resume to hr@leffelectric.com.