



Job Description

WAREHOUSE PERSONNEL

SUMMARY:

Loads, unloads and moves cargo inside and outside the Location / Warehouse. Loads ocean containers. Essential duties and responsibilities include the following. Other duties may be assigned.

- Receiving and thoroughly check/examine cargo entering the Location /Warehouse.
- Load cargo onto pallets and installs strapping, netting and bracing, padding to prevent shifting or damage in transit.
- Attach identifying labels to shipments or marks information on cartons, pallets or other handling units.
- Receive cargo from delivery vehicles into warehouse and prepare required documentation for data entry
- Ensure that all cargo in the warehouse are carefully handled and are secured
- Move materials from receiving area to designated storage location
- Lift heavy objects by hand or with forklift
- Tallying of cargo
- Check on cargo sitting in Warehouse for more than three (3) days
- Responsible for the safety and security of cargo on the premises
- Must be willing and able to work in all areas of location / warehouse as the workload demands
- Act according to the Company's Personnel Policy Guide
- Carry out Warehouse operations and duties in accordance with the Company's Standard of Operating Procedures
- Read loading guides and work orders to manipulate cargo according to the customer's requirements, and Company's Standard Operating Procedures
- Consolidate and shrink wrap cargo onto skids for easier handling
- Clean and maintain work area, machines and equipment. Maintains cleanliness and orderliness of warehouse and surrounding
- Operate forklift to assist in loading or moving materials and products
- Demonstrate attention to details with special emphasis when completing WAIVER FORM
- Able to build crate when necessary
- Work well in group problem solving situations
- Pursue training and development opportunities; strive to continuously build knowledge and skills, share expertise with others
- Responds to requests for service and assistance
- Focus on solving conflict, not blaming; maintaining confidentiality
- Listen and get clarification; respond well to questions, participate in meeting
- Able to read and interpret written information
- Work well under pressure. Treat others with respect and consideration regardless of their status position. Accept responsibility for own actions, follow through on commitments
- Observe safety and security procedures and follow instructions.
- Any other duties that may be assigned to you in order to ensure the smooth functioning of the Warehouse.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.