

General Warehouse Position

Classification: Full-time, non-exempt

Reports to: Warehouse Manager

Department: Product Operations / Warehouse

Supervises: None

Primary purpose of the job

This job consists of the daily processing of retail distribution orders, including general pick, pack, and ship responsibilities.

Significant duties of this position include, but are not limited to, the following:

- Picking orders from the Warehouse floor using paper pick tickets
- Checking picked orders to ensure accurate/correct fill
- Putaway of excess stock
- Constructing and deconstructing cardboard boxes.
- Stickers and shrink-wrapping product as needed.
- Cross-trained in all areas of the Warehouse operations, including returns, receiving, shipping, direct-to-fan, mailroom, and refurbishment
- Additional tasks as assigned by the Warehouse Manager.

Minimum education and skills.

High school graduate or equivalent
Able to lift 50-70 lbs
Keen attention to detail

Working conditions

Occasional overtime

Safety hazards

Minimal. General warehouse conditions.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.