

Title: Warehouse Associate & Delivery Driver

Department: Operations

Reports To: Warehouse Lead

Role Definition:

The Warehouse Lead Associate is a direct labor position who is responsible for Operating in a safe manner, ensuring that all inbound, picking, packaging, shipping and Millennium deliveries are completed accurately and on time. This role has a direct accountability to follow procedures as they are written and to make suggestions as needed in order to improve our process.

Summary of Essential Job Functions:

1. While working with your team you will help to ensure all inventory is moved according to our Warehouse Management System Guidelines
 - a. Bin Transfers, Picking, Cycle counting and Fulfilling shipments are all system functions that will be worked with on a daily basis.

2. Making Millennium deliveries to local job sites.
 - a. Loading Millennium delivery trucks
 - b. Safely securing product on flatbeds and gooseneck trailers
 - i. Inspect all tie downs, chains and straps.
 - c. Handling client paperwork

3. Following procedures while performing general warehouse duties.
 - a. Receiving
 - b. Picking
 - c. Packaging
 - d. Shipping

4. Thoroughly inspecting inventory for accuracy
 - a. Verify that product is stored in safely, accurately and free of damage
 - b. Checking transactions to ensure they are performed correctly

Accountabilities:

1. Staying on task and keeping their warehouse transaction count up to Millennium standards.
2. Becoming and staying DOT certified to make deliveries using Millennium delivery trucks and trailers (non CDL requirement).
3. Receiving, Picking, Packaging and Shipping as needed or directed by management.
4. Following procedures and using our warehouse management system to track all inventory moves.
5. Inspecting inventory to ensure it meets client expectations.

Minimum Requirements:

1. 2 years experience in a distribution or manufacturing setting
2. High school diploma
3. Strict attention to detail and ability to multitask
4. Confidence in using warehouse equipment and tooling
5. Forklift experience

Pay Structure:

- DOE