



<b>Job Title:</b>	Warehouse Tech	<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Reports to:</b>	Operations Supervisor
<b>Location:</b>	FBNN Warehouse	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	

**Job Description**

**Job Purpose:**

This position will follow general warehouse processes to insure our clients are provided with the best service we can provide.

**Duties:**

- Fulfillment, receiving, shipping, and replenishment.
- Responsible for safe operation of equipment
- Loading and unloading of trailers
- Maintain accurate inventory
- Working knowledge of current ERP
- Provide excellent customer service to agencies, clients, and internal customers
- Assist in the warehouse requirement of maintaining high levels of sanitation and cleanliness
- Operate counter balance, order picker, reach truck, and walkie rider forklifts
- Adhere to all local, state, and federal regulations including AIB and company policies
- Working in a safe and professional manner
- Other duties as assigned

**Skills/Qualifications:**

- Reliable, punctual, self-motivated and organized
- Able to read, speak, and write in English
- Frequently lift 60 lb.
- Repetitive squatting, bending and twisting
- Worked in ERP, Shipping Soft Ware, or WMS
- Work in refrigerated units at temperatures below 30 degrees and as low as -5 degrees
- Able to work in year round outdoor conditions
- Able to work in an environment with normal warehouse volumes
- Experience in a warehouse environment
- Ability to operate a forklift

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	



**Warehouse Tech: 8:00 - 4:30 (M - F)**

**This position will be primarily responsible for (but not limited to) fulfilling orders, putting away incoming product, providing replenishment, and working as member of warehouse team.**

**Additionally:**

- **Inventory Counts**
- **Loading and Unload Trailers**
- **Proper storage of inventory**
- **Facility Cleanliness**
- **Pulling Orders in Temperatures below 0 F**
- **Driving forklifts**
- **Providing Assistance to Special Events**
- **Data Entry in ERP**