

JOB DATA

Job Title:	Warehouse Associate	Manager Title:	Warehouse Supervisor
Company Name:	Pangborn LLC	Location:	Fairburn, GA
Department:	Operations		

POSITION SUMMARY:

The Warehouse Associate works to ensure stocking, receiving and shipping within the warehouse meet our quality and efficiency goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

	Percent (%) of Time
1. Pick and Pack customer sales orders and internal assembly orders in a timely manner.	40%
2. Process/Schedule packed orders via ERP, Parcel/LTL carrier system and process.	20%
3. Receive parts in ERP system; Put away in location in a timely manner.	15%
4. Operate Forklift and manual pallet jack to load and unload trucks.	10%
5. Quality Inspection duties for incoming parts	10%
6. Performs other job-related duties as assigned	5%
7.	
	100%

JOB QUALIFICATIONS:

Required:

- **Education:** High School Diploma / GED
- **Work-Related Experience:** Self-Driven and positive attitude, Communication Proficiency, Shipping & Receiving, LTL, UPS & FedEx processing.

Preferred:

- **Certification and licenses:**
 1. Forklift Certification (or able to pass certification within 3 months of employment)
 2. OSHA 10 Certification (or willing to complete in the first six months of employment)
- **Skills, knowledge, abilities (e.g. software proficiency, interpersonal and communication skills, language):**
 1. Working knowledge with Microsoft Office (Word, Excel, Outlook)
 2. A Team Player with High Level of Dedication
 3. Well-organized and responsible with the aptitude in problem-solving
 4. **Physical Requirements:** This position works in a typical warehouse setting. There may be extended periods of standing, walking, lifting and/or bending; listening, talking and/or visual concentration; writing and/or computer use. This position would normally have routine opportunities to alter physical position or change eye focus. Lifting should not normally exceed 75 pounds.

Supervisor:		Approved by:	
Date:		Date:	
FOR HR USE ONLY: Please do not write on this section		Job Code:	FLSA: