



Job Description – WAREHOUSE ASSOCIATE

Job Summary:

The warehouse associate will be responsible for assisting location personnel in necessary tasks to ensure a safe and efficient warehouse operation. This includes loading and unloading of trucks, assisting with onsite customers, receiving and stocking product and overall organization of the warehouse. Customers come to Valley Green for quick service and sound recommendations therefore must thrive in a fast-paced environment with a focus on a positive customer experience.

Key Job Responsibilities

- Assist in maintaining an organized and clean location (inside and outside) at all times
- Select and prepare orders for delivery or customer pickup
- Coordinate outbound UPS, FedEx, USPS shipments in a timely and accurate manner
- Assist with inventory management
- Loading and unloading of customer orders and vendor deliveries
- Identify and segregate damaged or defective material
- Maintain a clean and safe working environment
- Communicate and cooperate with supervisors and coworkers
- Daily focus on positive customer service and experience
- Availability to work on Saturdays during peak season

Knowledge, Skills, Abilities and Working Conditions

- Must be able to read and interpret documents
- Ability to multi-task, prioritize, and manage time effectively
- Strong phone presence and listening skills
- Must be able to interact with customers
- Ability to lift at least 50 pounds throughout the day and occasionally – with help – lift 100 lbs
- Positive attitude and no drama!

Qualifications – Education, Experience, Licenses and Certifications

- High school diploma or equivalent
- Minimum 1-3 months of related experience or training
- Forklift certification desired
- Valid Driver's License (required)

Benefits

- Health, dental, vision and disability insurance options
- 401K with company match
- Paid time off