

Don's Mobile Glass

Job Title:	Warehouse Associate	Job Category:	Warehouse
Location:	DMG		
Level/Salary Range:	\$16 - DOE	Position Type:	F/T Warehouse
HR Contact:	Corina Malagon		
Will Train Applicant(s):	Y		

Job Description:

Don's Mobile Glass has an immediate position for a FT Warehouse Associate. The Warehouse Associate will report to the store manager. Warehouse associates are responsible for all incoming and outgoing products and orders. Diligent inventory management and reporting are required to ensure accuracy at all times. Conducts a high level of customer service and professionalism. Provides excellent communication skills with persons in and outside of the organization.

Duties/Responsibilities:

- Order Selecting
- Shipping/Receiving
- Follow proper receiving protocol by thorough product inspection
- Janitorial – office/shop areas
- Landscape maintenance
- Inventory Management
- Reporting any inventory discrepancies to store manager
- Maintain organized, clean and safe warehouse environment
- Maintain high level of customer service and professionalism at all times
- Assist customers with loading/unloading merchandise
- Inspect forklift and other warehouse equipment daily, reporting any issues to management
- Work cooperatively in a team environment
- Computer skills for use of centralized order system
- Other duties as assigned

Requirements:

- Lift up to 75 lbs.
- Ability to multi-task
- Certified Forklift Operator a plus
- Must be 21+
- Non-smoking environment

Benefits Offered:

- Medical Insurance
- Dental/Vision Insurance
- Group Life and AD&D Insurance
- 401-K
- Paid Vacation
- Paid Holiday
- Paid Sick Leave

**All candidates are subject to a pre-employment physical & drug screen, local State and Federal background checks, DMV check for qualification to drive a company vehicle and be carried by our insurance.*