

SCREW PRODUCTS INC.



Screw Products, Inc. is seeking an experienced warehouse associate who is career oriented. *Applications and resumes are to be mailed or faxed - only.* Apply today to a rapidly growing company with advancement potential! – Position open until filled.

The Warehouse Associate is responsible for picking and fulfilling customer orders, packaging, and document preparation of shipment across all product lines. Other responsibilities include receiving inbound freight, checking in product, stock put-away, operating manual or mechanical equipment to load and unload product and properly updating of inventory transactions in our computer system. This position also may produce inventory stock.

Basic Duties and Responsibilities outlined, but not limited to:

- Complies with all safety policies and procedures, including the use of Personal Protective Equipment as required, understanding that safety is a priority.
- Order selection (picking) of outbound shipments, including but not limited to, UPS and LTL (Less than Truckload) shipments
- Packaging and palletizing of outbound shipment
- Unloads incoming product and verifies accuracy of inbound product, matching packing slips to Purchase Orders and pull Sales Orders to prepare for shipping.
- Puts stock away in proper areas
- Updates inventory receiving transactions
- Produce 1lb, 5lb, and pails daily for inventory needs
- Perform self-audits as well as others to ensure correctness of order
- Participate in the physical inventory process, including regular cycle counts as required
- Loads daily delivery and service trucks
- General housekeeping and facilities maintenance
- Other activities/tasks as assigned by Supervisor(s)
- High School Diploma or GED required
- Must be able to perform physical activities; some moderate to heavy lifting will be required.
- Must be able to work in fast-paced environment.

- * Career w/ Advancement Potential!
- * Compensation: Based on experience
- * Able to work extended hours when necessary
- * 3+ Years warehouse experience required
- * Certified Forklift operator
- * Drivers License Required

Download an application at www.screw-products.com/application

Completed applications & resumes are accepted via: MAIL or FAX only: Applications sent any other way will not be accepted. Please send your resume and application to:

Fax: 253-853-8881

Or

Mail: **NO WALK INS!**
Screw Products, Inc.
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