

Allied Fire & Security Job Description

Job Title: Warehouse Attendant
Department: Operations
Reports To: Purchasing Manager and/or Branch Operations Manager
FLSA Status: Non-Exempt
Prepared By: Barbara Headley
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SUMMARY

Receives, stores, and distributes material, tools, equipment, and products within establishments and is responsible for cycle counting and other duties related to this department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These functions will be assigned and completed by the warehouse attendant as needed, and backed up when needed by the Purchasing Manager and/or Branch Operations Manager. Other duties may be assigned.

Inventory/Warehouse:

Receive, allocate and stage materials for jobs as needed.

Pull parts for techs for jobs and/or van stock.

Receive, label and stock items not ordered for jobs.

Complete as needed cycle counts, inventory maintenance, auditing staged inventory, and research and reconcile any inventory discrepancies.

Assist technicians with van inventories and reconciliation

Process inventory transfers, allocations, variances, adjustments and job transactions.

Complete follow-up with vendors daily and advise departments of any changes in expected shipments or deliveries.

Notify Purchasing Manager of low or depleted stock when not on order

Call for RA's and return defective or unused non-stock inventory to manufacturer/distributor.

Prepare and ship materials via UPS or freight (Palletizing, wrapping and banding as required)

Maintain used equipment records (1165 book) and spreadsheet

Other duties:

File closed purchase orders as needed.

Assist internal customers.

Perform general warehouse duties such as keeping work areas neat and safe.

Assist in Lockshop or with Safe sales as needed, and/or if applicable.

Assist with building maintenance as requested.

Assist with a/p invoice discrepancies as requested

Issue Emergency only purchase order's as needed

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The employee must have proficient knowledge in the following areas:

- ✓ Knowledge of inventory and warehouse standard practices

Skills

The employee must demonstrate the following skills:

- ✓ Excellent interpersonal skills
- ✓ Analytical and problem solving skills
- ✓ Decision making skills
- ✓ Effective verbal and listening communication skills
- ✓ Attention to detail and high level of accuracy
- ✓ Excellent organizational skills
- ✓ Computer skills including basic spreadsheet and word-processing programs, and e-mail at a proficient level
- ✓ Stress management skills
- ✓ Time management skills

Personal Attributes

The employee must maintain strict confidentiality in performing the duties of sensitive nature involving company pricing structure(s). The employee must also demonstrate the following personal attributes:

- ✓ Be honest and trustworthy
- ✓ Be respectful, helpful and courteous
- ✓ Possess cultural awareness and sensitivity
- ✓ Be flexible and open to change
- ✓ Demonstrate sound work ethics
- ✓ Be a team player

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires a criminal background check and drug screening.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Demonstrate a minimum typing/keyboarding skill of 30 wpm.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

May be required to obtain forklift certification and/or have certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to taste or smell.

The employee must regularly lift and/or move up to 50 lbs by hand, frequently lift and/or move up to 25 lbs, and frequently push or pull up to 500 lbs using provided tools, and occasionally push/pull/move up to 3000 lbs with assistance, using provided tools. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate as found in a business office with computers and printers.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The location of this work area could be subject to outdoor noise from delivery trucks

CERTIFICATION:

X	X
Employee Signature	Supervisor/Manager's Title
X	X
Printed Name Date	Supervisor/Manager Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position
X	
Branch Operations Manager Date	
I approve the delegation of responsibilities outlined herein with the context of the attached organization structure	
The above statements are intended to describe the general nature and level of work being performed by the employee for this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.	