



7675 Pamperin Way
Allenton, WI 53002
Office: (262) 536-4603
Fax: (262) 536-4604
Email: sales@rockmachinery.com
Website: www.rockmachinery.com

Position: Osseo Shop/Warehouse Entry Level Position

Office Location: 12912 12th Street Osseo, WI 54758

Job Summary

Responsible for daily operations of the warehouse, monitor and control warehouse inventory by overseeing, directing, and coordinating the movement of supplies, products, and merchandise into and out of the warehouse. Delivers products and parts to customers and Field Service Technicians in a safe, courteous and timely manner. Help Technicians both in the field and the shop as needed. Customer focused individual responsible to strive and deliver quality aftermarket support to a set of customers in assigned support area.

Responsibilities

- Inspect and process inbound shipments, verify count of incoming materials with packing list, rejecting damaged items, recording discrepancies on the packing list
- Determine storage areas for inbound shipments and allocate appropriate space within the warehouse
- Prepare products and parts for shipment (wrapping, packaging, labeling, etc.)
- Resolve any discrepancies between paperwork and inventory received
- Maintain inventory records and databases
- Identify potential inventory shortages and communicate with relevant department
- Complete periodic cycle counts and year-end inventory
- Ensure all required paperwork is accurate and complete
- Performs miscellaneous duties such as filing and other clerical tasks, calculating product amounts, etc.
- Help with answering incoming phone calls
- Safely operate forklift to move incoming freight, products, parts, etc.
- Maintains inventory of shipping materials and supplies
- Drive company vehicle to safely deliver parts and products to customers as required
- Maintain all necessary documents, such as trip sheets, drive log-book, driver return slips, mileage log, etc.
- Project a professional and personable image to maintain good customer relations
- Report any vehicle maintenance needed on company vehicles or equipment
- Ensure strict adherence to all housekeeping and warehouse standards
- Document processes
- Follow all company's filed procedures, safety requirements, and protocols
- Cooperate with technical team and share information across the organization
- Comprehend customer requirements and make appropriate recommendations/briefings

Minimum Requirements

- Proficiency in spoken and written English
- High School Diploma (Degree or Certification Preferred)
- Valid Driver's License (CDL Preferred)
- Clean Driving Record and ability to obtain DOT Medical Card
- Previous shipping and receiving experience preferred (but not required)
- Previous fork lift experience preferred (but not required)
- Previous experience with small hand tools preferred (but not required)
- Must be able to lift up to 75 lbs
- Ability to adapt and work flexible hours when necessary