

Quality Classrooms seeks a dynamic individual to join and grow with our warehouse team. The Warehouse Associate I will support Quality Classrooms' warehouse operations by ensuring quality, efficiency, and accuracy in all tasks performed. This role provides an opportunity for skills development in packing, picking, manifesting, procedure improvement, and internal communication.

The ideal candidate will possess the following skills, knowledge, and abilities:

Working knowledge of Microsoft Office programs

Experience with ERP software, inventory applications, and scanners is preferred

Desire to work in a fast-paced, organized, and positive team-based environment

Lift up to 70lbs and safely move heavy products

Strong attention to detail

Punctual and dependable

Clear, professional communication and interpersonal skills

Use initiative to solve problems and contribute to improving warehouse procedures

The Warehouse Associate's primary responsibilities include:

Check orders accurately and package them securely for shipping

Inspect products for defects and damages

Load and unload couriers and LTL trailers

Efficiently and accurately pick Sales Orders

Identify inventory issues and report them to the Warehouse Team Lead

Manifest outbound parcel shipments and create shipping documents and labels

Maintain a safe and clean work environment

Additional responsibilities include:

Accurately update spreadsheets and Sales Orders electronically using ERP software

Operate a hand truck, pallet jack, and other warehouse equipment

Assist with annual physical inventory counts

Any other duties as determined by manager

We invite you to apply if your experience, knowledge, and skill set is suitable to the position requirements. The right candidate will be open-minded and responsive to change. We thank you for your interest; however, only those chosen for further consideration will be contacted.

Job Types: Full-time, Permanent

Salary: \$15.00-\$17.00 per hour

Benefits:

Casual dress

Company events

Dental care

Extended health care

On-site parking

Paid time off

Store discount

Vision care

Schedule:

8 hour shift

Day shift

Monday to Friday

No weekends

COVID-19 considerations:

Enhanced cleaning and sanitizing protocols in place