



100% EMPLOYEE OWNED

Job Summary:

JLA Supply is looking for an energetic, self-starting, organized team player to fill the role of Warehouse Associate.

At JLA Supply, a Warehouse Associate works to keep material moving smoothly and safely into, within, and out of our warehouse and yard. Warehouse Associates will safely pull, prepare, and load outgoing orders for customers, salespeople, and freight shipments. They safely unload, verify, and put away incoming freight from manufacturers and other branches. Ultimately, a Warehouse Associate helps the company follow through on our commitments to customers and each other, providing a positive experience to customers with timely and accurate service.

JLA Supply is a vibrant and fast-paced environment where self-motivation, passion, and resourcefulness are rewarded.

Responsibilities:

- Operate all equipment and conduct self in accordance with safety policies and best practices (including use of PPE).
- Maintain safe conditions in the warehouse (including cleaning, reporting hazards, and maintaining safety gear, signage, and high visibility painted areas).
- Operate forklifts to load, unload, and move materials within our facilities.
- Work indoors and outdoors with exposure to all weather conditions.
- Count and verify the condition of incoming goods from vendors, customer returns, and other branches; note and communicate damages and discrepancies as necessary.
- Maintain & file warehouse documentation (pick tickets, count sheets, shipping documents, etc.).
- Label and rotate incoming stock based on manufacture/expiration date (FIFO).
- Pull and track inventory in advance for will call or deliver orders.
- Participate in monthly inventory cycle counts & expiring product audits.
- Operate power tools to perform maintenance on facilities and rental assets.
- Other duties as assigned.

Qualifications:

- Experience operating forklifts, other heavy equipment, and power tools.
- Warehouse experience preferred.
- Ability to consistently lift __ lbs.
- Ability to work in all weather conditions.
- Must have reliable transportation to work and ability to work shifts beginning as early as 7am.
- Commitment to providing excellent service to customers, coworkers, and drivers.
- Must be teamwork-oriented and able to adapt to changing needs.