

Part-time Warehouse Technician Job Description

8/21/18

AndyMark, Inc.

Position: Part-time Warehouse Technician

Reports to: Fulfillment Manager

Job Summary and Key Objectives: The Warehouse Technician is responsible for filling customer orders, and for the completeness and correctness of all orders filled.

Key Responsibilities and Tasks:

- Follows instructions and quality procedures
- Assists with parts inventory and helps maintain appropriate level of stock parts
- Works within AndyMark's safety culture
- Keep work areas clean and organized
- Assists with kitting duties when needed
- Must be capable of sitting, standing and walking for extended periods of time
- Must be able to read and count accurately, do simple math, and write legibly
- Attention to detail is a must
- Ability to learn warehouse and shipping procedures

Preferred Qualifications and Education:

- High school diploma or equivalent
- Must have the ability to follow directions, work independently and with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Needs to have general personal computer knowledge
- Must be able to lift product and boxes weighing up to 50 lbs.
- Must be adept at working with hand tools
- Confident with use of power tools and equipment, when trained
- Personable and easy to work within a team environment
- *FIRST* program experience a plus
- Prior kitting, assembly or warehouse experience a plus

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.