



Warehouse Outbound and Driver, Maintenance

Employer

Clock Medical Supply
901 Industrial Blvd
Winfield, KS 67156
Ph (620)221-0550

Job Details

Job Description: Clock Medical Supply Inc.

Title: Warehouse Outbound and Driver, Maintenance

Reports To: Warehouse Manager

Job Purpose:

To plan, organize and perform all of the duties surrounding outbound merchandise, to assist with inbound orders as needed, to take deliveries to customers, assist with all inventory duties, to assist with the maintenance of the building, vehicles, and other property of the company and understand the distribution and shipping software operated by the company, in accordance with agreed business plans.

Job Role:

- Take responsibility for all outbound freight.
- Deliver better than the best of UPS and USPS combined.
- Make the building somewhere you would be proud to tour.
- Serve both your internal and external customers.
- Be able to take direction and instruction from the Warehouse Manger

Key responsibilities:

- Pick, pack, and ship all customer and Brightree orders
- Deliver products to customers upon request of the Warehouse Manager following the customer specifications of where and when it is delivered
- Backorder supervision in coordination with the Warehouse Manager
- Customer service including fulfilling all service requests

- Must be able to step in and fill the Warehouse Manager's role when that person in that role is absent

Vehicle maintenance

- Maintain all delivery and warehouse equipment to the Warehouse Manager and company specifications
- Update, scan, and organize Pre/Post Trip Reports
- Update, scan, and organize Monthly Inspection Reports
- Joint Commission and KDOT compliance for drivers' logs and safety

Building Maintenance

- Perform weekly cleaning and general maintenance tasks
- Make the building somewhere you would be proud to lead a tour
- Assist the Purchasing Manager with inbound freight as needed
- Process special requests from the Operations Manager as needed

Job Requirements:

- Ability to lift 75lbs. without assistance
- Forklift trained
- Class C Driver's license with a clean record and experience with large vehicles
- Positive Outlook
- Willingness to fulfill any customer or fellow employee request
- Professional demeanor
- Trustworthy
- Committed to do what you say
- Find solutions to problems

Job Necessities from the Information Systems Department:

- Computer
 - Outlook
 - Epicor
 - Word
 - Excel
 - UPS WorldShip
 - Brightree
- Access to a printer
- Calculator
- Ext. number and voice mail
- Necessary log-ins and passwords
- Security Code
- Scale
- Cell Phone



Tools necessary to perform duties:

- Desk or work area for computer
- Pick/pack table
- Stool
- Floor mat
- Utility knife
- Tape gun
- Work gloves
- Cart
- Pallet jack
- 2 wheel dolly
- Clip Board
- Company Credit Card
- Packing Envelopes

