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Warehouse Associate

Employer


Western Industries Plastic Products LLC
22829 Smyer Rd,
Winfield, KS 67156
620-221-9464

Job Description

Warehouse associates work under the direction of the Shipping and Receiving Supervisor, this position is responsible for maintaining a clean and organized warehouse. Associates are accountable for accurate documentation, labeling, handling of parts, have knowledge of inventory flow, storage location and maintaining a clean work environment. The warehouse team works in conjunction with trucking, shipping, receiving to meet departmental goals. The position may substitute for other members of the materials team when necessary.

Responsibilities:

- Assists in Receiving in supply shipments
- Off load transfer trailers from other buildings, identify parts running on machines and the internal location of products being packed out.
- Verify all items are identified with part numbers and handled in a way to prevent damage.
- Supports LTL, Small Parcel and Full Truckload shipments, including staging shipments.
- Accurately fill out shipping paperwork for customer shipments.
- Must be able to read bill of materials and know where to obtain them.
- Communicate all problems, shortages or misplaced parts, etc. to supervisor; assist with resolution of the concern.
- Communicate with Truck Support personnel via radio for clearance of dock doors and for production needs.
- Maintains an organized and clean warehouse.
- Safely operate a forklift, stretch wrap machine and fill propane bottles.
- Wear protective equipment as required.
- Complete all department activities in a safe manner in compliance with regulations and department procedures.

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- Demonstrate flexibility and willingness to work as a team to meet departmental goals.
 - Other tasks as assigned.

We offer excellent benefits including:

- Medical
- Dental
- Vision
- 401k W/Match
- Paid Holidays
- Paid Vacation

Qualifications:

- Must have forklift experience.
- Warehouse/Inventory experience preferred.
- Ability to complete required shipping, receiving and warehouse documentation.
- Math Skills.
- Must have strong interpersonal skills and be willing to continuously learn.
- Must be able to speak, write, and read English.
- Ability to wear required personal protective equipment.

To Apply:

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