

RSR GROUP, INC.
JOB DESCRIPTION

POSITION TITLE: Warehouse Associate

LOCATION: Fort Worth, TX

DATE SUBMITTED: October 2023

POSITION SUMMARY:

The position of Warehouse Associate is responsible for all aspects of warehouse functions including the receiving, storing, handling, pick/pack operations, preparing and shipping of product for customer delivery, while maintaining the warehouse in a safe and orderly fashion. This position may include the use of powered equipment, if applicable.

The following responsibilities may include:

- Unloads and examines incoming shipments. Unpacks and examines merchandise receipts.
- Replenishes the inventory using the voice inventory software and organizes product on shelves.
- Creates invoices for large and small outgoing orders and matches all serial numbers to the invoice.
- Prepares orders by packing product for shipping.
- Examines and checks boxes for damaged products while recording the proper documentation with carrier.
- Examines all outbound orders to ensure they are packaged properly and have the required labels affixed properly.
- Picks product using motorized cherry picker from inventory based off customer order.
- Operates and maintains various warehouse equipment, including but not limited to manual and power pallet jacks, forklifts, etc., in a safe manner.
- Unloads and loads trucks.
- Sorts and places received product on racks, shelves, or in bins according to predetermined sequence.
- Assists in taking inventory on a bi-monthly basis or as needed.

AVAILABLE SHIFTS:

1st Shift: Monday- Friday, or Sunday- Thursday. Hours: 5:45am- 2:15pm.

2nd Shift: Monday- Friday, or Sunday- Thursday. Hours: 8am-4:30pm and 10:30am-7:15pm.

3rd Shift: Monday- Friday, or Sunday- Thursday. Hours: 2:45pm- 11:15pm.

QUALIFICATIONS:

The warehouse associate must have a minimum of one year of warehouse experience. The associate must be able to effectively listen and follow specific directions. This position requires a high degree of accuracy and attention to detail. The individual must be able to read and write and effectively communicate with others. Basic math skills are required. This position requires a person to be on their feet working in a fast paced warehouse environment throughout the day.

PHYSICAL DEMANDS:

While performing the duties of this position, the associate is frequently required to walk, use hands to finger, handle, or feel and reach with hands and arms. The associate is also required to stand, climb or balance, stoop and kneel. The employee must be able to lift and/or move up to 50 pounds. Specific vision ability required includes, close vision and distance vision. Normal hearing is required.

The physical demands described are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF THE MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.