JOB DESCRIPTION

We are looking for a hard-working Warehouse Associate to help us in our warehouse. The warehouse associate is responsible for processing, packaging, and shipping orders accurately, organizing stock and maintain inventory, inspect products for defects and damages, organizing warehouse space along with receiving and unloading incoming product.

A successful warehouse associate is hard-working, organized, and detail oriented. You should be able to keep good records and track incoming and outgoing stock to support accurate inventory levels.

RESPONSIBILITIES/JOB DUTIES

• Receiving, processing, labeling, and storing incoming stock.
• Maintaining clear records on all inventory and stock.
• Inspecting all stock for damages and keeping records of damages.
• Organizing the warehouse space.
• Pulling orders for shipment ahead of scheduled ship date.
• Preparing proper paperwork for shipments.
• Operating stock management tools; for example, a forklift or pallet jack.
• Counting stock and keeping inventory records.
• Responsible for completion of secondary tasks as assigned.
• Initiating stock transfers for inventory purposes.
• Preparing shipments for small business.

QUALIFICATIONS

• A high school diploma
• Excellent time management and organizational skills
• Teamwork mentality
• Obtain forklift driver’s certification (Company provides training)
• Physical stamina
• Ability to be a team player
• Ability to communicate and engage with team members across departments
• Inventory control

DETAILS

Hours: 7:00-3:30pm M-TH/7:00-3:00pm F
Directly Reports to: Warehouse Manager
Job Type: Full-time
Salary: $16/hour
Work Location: Erlanger, KY
Work Remotely: No

Qualified candidates please send your resume to
Email: keith@kirksnatural.com
Subject Line: Warehouse Associate Application

ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!