

Position Title: Warehouse Associate
Reports To: Warehouse Team Leader
Department: Distribution Center – Highway Two; Reno, Nevada
Grade: TBD

Principal Role:

Works with other warehouse team members to ensure timely receipt of material from suppliers, move material to storage, pick material for customer orders, pack customer orders and performs shipping activities.

Essential Duties:

- Embraces Hwy2 values.
- Maintains safety awareness
- Material handling for receiving, stocking, picking and shipping
 - Use of scan gun technology is required
 - Fast pace required
 - Random overtime required (based on business need); often with little notice
- PC literacy required
- Ensure all assigned customer orders are processed end to end meeting H2 targets
 - All customer orders must ship by established target
- Ensure all inbound receipts are processed end to end meeting H2 targets
 - 24 hour dock to stock is required – fast paced
- Confirm accuracy of all inventory transactions including final pack
 - Use of scan gun technology is required
 - Error free work and inventory transactions required
- Ensures workplace is organized, neat and orderly
- Maintains a cooperative effort with other team members and H2 employees.
 - Positive attitude at all times required
- Promotes and uses problem solving in daily work
- May participate in Cycle counting to ensure inventory accuracy
- May participate in development of and maintaining standard work documents
- Assists Continuous Improvement in Material Handling
 - Shipping & Receiving
 - Stocking
 - Stores Management
- Excellent attendance required

Preferred Qualifications:

- Knowledge and experience in warehouse / distribution operations
- Prior warehousing and material handling experience
- Continuous improvement and problem solving mindset

- Team player

PHYSICAL DEMANDS

- Ability to lift and maneuver packages weighing up to 50 lbs, and recognize the need to obtain assistance for packages greater than 50 lbs.

Work Environment:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.