

Date posted: March 1, 2022

Pay: \$17.00 per hour

Job description:

Job Description: Warehouse/Shipping & Receiving

Job Title: Warehouse Position Division: USA

Reports To: Shipping and Receiving Manager Location: Kansas City

Status: Non-Exempt Department: Shipping and Receiving

Summary: VC999 Packaging Systems is a domestic, full-line manufacturer of packaging equipment for primarily the food industry. We are looking for an experienced warehouse person to assist with the operation of a modern storeroom/warehouse to include ordering, receiving, stocking, processing & distribution of materials.

TEMPERATURE CONTROLLED FACILITY

Time Utilization: Normal business hours are 8:00am to 5pm (45 min lunch break). Overtime may be required.

Essential Duties and Responsibilities include but are not limited to the following:

- Receive, inspect & store all standard storeroom stock & special-order parts.
- Track a large & diverse inventory & maintain proper stock levels through cycle counts.
- Pull orders with accuracy, pack and ship to avoid damage with the ability to run and/or learn to run UPS WorldShip & Fed-ex Ship Manager.
- Dismantle and crate/pack equipment for shipment to avoid shipping damage.
- Possess basic computer skills with the ability to use typical office programs.
- Operate forklift & other basic lifts and labor-saving devices.
- Maintain the storeroom in a neat, orderly & efficient fashion.

Qualifications:

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must maintain a high degree of accuracy and attention to detail.
- Good interpersonal skills with the ability to work well with others are required.
- Excellent verbal and written communication skills.
- Knowledge of CRM or ERP systems.
- Must be able to use Microsoft office.

Language Ability:

Ability to read and interpret documents such as safety rules and procedural manuals.

Communicate effectively with customers and coworkers.

Math Ability:

Ability to apply concepts such as fractions, percentages, ratios, and to practical situations.

Computer Skills:

Basic understanding/ability to use computers and software programs.

Certificates and Licenses:

Forklift License provided by VC999.

Work Environment:

The work environment is a clean, air conditioned/heated production setting. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

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

The associate will be required to lift and /or move up to 75 pounds. While performing the duties of this Job, the associate will be required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The associate will be required to climb or balance.

Behavior Standard:

Maintain a positive work atmosphere by acting and communicating in a respectful manner so that associates get along with customers, clients, co-workers and management.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift

Experience:

- Forklift: 1 year (Preferred)
- Warehouse: 1 year (Preferred)
- Shipping & receiving: 1 year (Preferred)
- ERP systems: 1 year (Preferred)

Work Location: In person