

## **WAREHOUSE ASSOCIATE – Full Time Durham, NC**

### **POSITION OVERVIEW:**

Best Tile of North Carolina is seeking a Full Time WAREHOUSE ASSOCIATE for its DURHAM, NC branch. The successful candidate will be responsible for the receiving, shipping, & materials movement processes.

### **RESPONSIBILITIES:**

Responsibilities include loading & unloading, order selection, handling of bulky & heavy merchandise & inventory assistance. Duties are performed manually or by operating a forklift.

1. Follow written & oral instructions to accurately select product for delivery to customer pickup area.
2. Load & unload bulky & heavy merchandise.
3. Operate a powered industrial truck (forklift).
4. Open crates & containers to accurately identify & receive product.
5. Place incoming product in assigned storage locations.
6. Relocate product as required & according to a predetermined sequence.
7. Assist in physical inventories & cycle counting.
8. Maintain a clean & orderly warehouse.
9. Help maintain a safe working environment by complying with safety standards & regulations.

### **To successfully perform Essential Functions, the Warehouse Associate will:**

1. Drive a forklift or other material handling equipment which may emit gas fumes or electrical voltage & requiring high levels of sensory attention & focus at all times.
2. Typically be exposed to an indoor environment that can be dusty & noisy, with occasional exposure to outdoor weather. Floor surfaces may be uneven due to cracks from forklifts, and/or slippery when wet.
3. Be regularly required to use all limbs & make a variety of movements to move items that weigh up to 50 pounds (unassisted), to walk, use tools, operate controls & to carry heavy & bulky merchandise.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. High school diploma, GED, or equivalent experience.
2. 1-2 years warehouse experience preferred.
3. At least 21 years old with a current & valid NC driver's license & clean driving record.
4. Proven history of successfully applying material handling & safety procedures.
5. Forklift certification preferred; we will train.
6. Ability to use math skills to efficiently perform tasks.
7. Work together with others & help others to work cooperatively to accomplish objectives.

Any offer for employment to external applicants is conditioned upon the successful completion of a pre-employment screening process. (Offers for employment to internal applicants may be conditioned upon the successful completion of a screening process.)

**HOW TO APPLY:** E-mail your resume & cover letter to [jstarkey@besttile.com](mailto:jstarkey@besttile.com).

July 8, 2015