

JOB DESCRIPTION: Warehouse Personnel

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| Position Title: Warehouse | | Department: Warehouse | |
| Reports to: CEO | | Additional Benefits: at 40hrs/week Health Insurance Overtime Hours Available at time & ½ Paid Holidays PTO accrual | |
| Base Salary: 22.50/hr | Start Date October 1, 2024 | Profit Sharing Bonus EOY: 0.25% of Company Net Income (EBIT-DA) Paid in March 2025 if goals are met | |

*Salary Commensurate with experience

Experience:

Warehouse experience such as Amazon is preferred. Shipping experience with domestic freight is preferred.

Skills:

Proficiency in Word, Excel, Inventory Control Systems such as Counterpoint.

Proficient with ship station, SKU scanning for packing of shipments and inventory control.

Knowledge of calculating rates/box sizes via destination for best price.

Critical thinking skills focused on efficiency and organization are rewarded.

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| Duties | | |
| Shipping Orders | Scanner to be used for ALL orders | TL and Amazon. |

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| Warehouse Production | <p>Keep 3 months of stock on the shelf for all warehouse items.</p> <p>Report Monthly on Warehouse build stock</p> | <p>Use a die cut machine to produce small parts out of foam.</p> <p>Packaging of items produced in house</p> |
| Collaboration/Teamwork | <p>Collaborating with the team on more efficient warehouse techniques such as pre-boxing</p> <p>Communicating with team about new ideas.</p> <p>Support and work with new warehouse personnel</p> | <p>Understanding delivery is important to the customer and health of the company at large.</p> |
| Ship Retail / B to B And International Orders | <p>Ship Station</p> <p>Fed X</p> <p>Various International Shippers</p> | <p>Organize boxing, and pallets for shipping</p> |
| Warehouse organization | <p>Keep stock in an organized manner</p> <ul style="list-style-type: none"> ○ Everything labeled ○ Like items together ○ High turn items closer to packing area <p>FIFO</p> <p>Pre-box cartons</p> | |

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| Inventory Monitoring | <p>Cycle count inventory. Print inventory sheets, count and make inventory adjustments.</p> <p>Create a schedule for inventory counts monthly by vendor and finished/unfinished goods.</p> | Inventory Scanning monthly |
| Quality Control | <p>Routinely inspect shelf stock</p> <ul style="list-style-type: none"> ○ Material quality ○ Package quality ○ Sewing quality | Ensure customers and stores are receiving promotional materials explaining the benefits of ThinLine |
| Box and shipping supply ordering | <p>Keep on hand all items needed for shipping.</p> <p>Perform and control all purchasing for warehouse needs.</p> | <p>Reduce shipping in boxes.</p> <p>Report on box cost savings and shipping cost saving!</p> |
| Reduce Shipping Costs | <p>Have a standard for most efficient box/weight size by region.</p> <p>Work with shippers to reduce costs.</p> | Report your success! |

Email your resume to Elaine@ThinLineGlobal.com