



Job Title: Warehouse Runner

Reports to: Inventory Manager

Location: Jeanerette

Status: Hourly

Hours: Full Time, 8:00 A.M. - 5:00 P.M. M-F (hours may vary)

Education or Required Experience:

- High school diploma/GED
- Exceptional organizational skills
- Strong interpersonal communication
- Written and oral comprehension skills
- Able to complete tasks with little to no direct supervision
- Able to work quickly and accurately in a complex, fast-moving environment

Responsibilities:

The essential functions of the Parts Runner/Warehouse worker include picking up and dropping off different equipment under the supervision of the Inventory Manager, moving and organizing equipment within the warehouse, loading and unloading of delivery vehicles as needed, and straightening up of the facility.

- Must be able to communicate effectively and report as necessary to Inventory Manager.
- Must be reliable and task oriented.
- Requires some physical labor daily in various weather conditions.
- Must be able to track and keep manager informed of daily progress.
- Must verify accuracy of part's information prior to making runs.
- Must be able to perform various warehouse duties, including, but not limited to loading/unloading of vehicles, organizing warehouse equipment, cleaning/maintaining the appearance of the warehouse.
- Assist other stockroom workers in their daily duties
- Coordinate with co-workers to accomplish large tasks efficiently
- Comply with safety regulations for moving heavy objects and using machinery
- Inventory stock of materials, supplies, parts, and merchandise
- Additional duties as assigned by supervisor

Physical Requirements: Must be able to successfully lift items up to 100lbs. Must be able to stand, bend, stoop, squat or kneel regularly, as well as climb stairs and ladders to complete tasks.

- Physically able to stand and walk for extended periods of time

Benefits: Medical Insurance, 401K, Paid Time Off, Paid Holidays