



Warehouse Position – Cibolo, TX

DUTIES AND RESPONSIBILITIES:

- Show up – on time.
- Able to take direction and work independently with supervision.
- Receive, process, and issue warehouse stock.
- Assure stock and warehouse facility is maintained in a safe, clean, and orderly condition.
- Receive, identify, mark and place materials sent to the warehouse according to established procedures.
- Process requisitions for supplies; prepare the various products for delivery; prepare packages for shipping according to established procedures.
- Box and ship components.
- Process shipments through various portals UPS, FedEx, DHL
- Operate a variety of warehouse equipment and vehicles; utilize a variety of hand tools as required; arrange for the maintenance and repair of warehouse equipment as needed.

KNOWLEDGE AND ABILITIES:

- Show up – on time.
- Able to take direction and work independently with supervision.
- Modern warehousing and storekeeping procedures include shipping, receiving, cycle counts.
- Issuing materials, proper and orderly storage, optimum space utilization, and stock inventory procedures.
- Basic health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.
- Measure within 1/32 of an inch
- Add, subtract, multiply and divide quickly and accurately.

PHYSICAL DEMANDS:

- Show up – on time.
- Work is performed while standing, sitting, and/or walking.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push, or pull medium weights, up to 75 pounds.
- Requires the ability to communicate effectively using speech, vision, and hearing.

BENEFITS:

- Free Weekends (Monday - Friday 8:00 AM-5:00 PM)
- Full Medical Provided – (after probationary period)
- Hourly Position with quarterly performance bonus
- After 1 year of service (5 days) of paid vacation
- After 5 years of service (10 days) of paid vacation
- After 10 years of service (15 days) of paid vacation
- After 15 years of service (20 days) of paid vacation

TO APPLY FOR THIS POSITION EMAIL RESUME TO RICHARD@OGSUPPLY.COM