



### **Warehouse Associate Job Description (w/Forklift Certification)**

AgoNow is a pure industrial wholesaler and channel solutions provider whose No. 1 goal is to help distributors and manufacturers grow profitably. As a member of the AgoNow team, the warehouse associate is critical to helping AgoNow achieve success while meeting and exceeding the expectations of our partners.

- Full-Time Position
- 2+ Years' Experience Preferred
- Effective Date: 12/1/16

### **Duties and Responsibilities**

- Recording and maintaining inventory of all goods and materials in the warehouse.
- Keeping records of all documentation relating to the dispatch and receipt of goods.
- Assisting in the compliance of all legal procedures of procuring and dispatching materials.
- Filling material requisitions and order forms.
- Recording damage, loss, or surplus of goods and materials stored in the warehouse and reporting the same to the supervising authorities.
- Keeping record of service and maintenance of all warehouse machinery and equipment.
- Preparing of inventory balances, price lists, and other related documents.
- Controlling operations of equipment or systems.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Determining causes of operating errors and deciding what to do about it.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Ability to effectively utilize hand-held computer with scanner.
- Carrying out all tasks as assigned by the warehouse supervisor / manager.
- All job functions related to a distribution environment including: picking, packing, shipping, receiving inventory control functions.

### **Skills, Education, and Qualifications**

- Ability to manage time efficiently and effectively and carry out orders.
- Ability to coordinate with other departments of the organization.
- Should be compliant with all safety and legal documentation processes of a warehouse.
- Ability to perform basic math.
- Ability to work on feet and carry objects up to 65 lbs.
- Previous Warehouse Experience of 2+ years preferred
- High school degree or an equivalent qualification from an accredited institution.
- Fork-Lift Certification required and adherence to the following:
  - Safety standards as outlined by OSHA
  - Truck-lift operation
  - Logging machine use

Please send all inquiries to Ashlee Steward at [Ashlee.Steward@agonow.com](mailto:Ashlee.Steward@agonow.com)