



## **JOB OPPORTUNITY**

### **WAREHOUSE ASSOCIATE**

**Location:** Oxford, MS  
**Direct Report To:** Warehouse/CPE Supervisor

#### **Job Summary:**

Prepare and complete orders for delivery or pickup according to schedule. Receiving and processing of warehouse stock products.

#### **Job Responsibilities:**

- Prepare and complete orders for delivery or pickup according to schedule.
- Receiving and processing of warehouse stock products.
- Storing, picking, packing, and scanning materials.
- Delivery and pick up of inventory at multiple Mississippi offices sites based on operational needs including maintaining accurate records.
- Facilitate the issuance and collection of equipment and other supplies, maintaining detailed records of times and other identifying data on system, contractor and other personnel involved in the transactions.
- Keep a clean and safe working environment and optimize space utilization.
- Communicate and cooperate with supervisors and coworkers.
- Other duties as assigned.
- Operate PC and MS Office Programs & Inventory Software.

#### **Job Qualifications:**

- High School diploma, G.E.D.
- Professional verbal communication skills.
- Ability to work with detail and produce accurate results in a fast pace environment.
- Strong external/internal customer satisfaction focus, sound judgment.
- Ability to become certified to operate a forklift.
- Ability to lift 75 pounds.
- Attendance and punctuality are both essential functions of this position.
- Valid driver license required and maintained throughout employment.
- Must be able to pass drug screen.

An Equal Opportunity Employer