



## WAREHOUSE ASSOCIATE

ITC Millwork is a growing building material supply company that supplies high-end Architectural Millwork products to custom builders, remodelers, and craftspeople. We are expanding our workforce to achieve greater success, and our distribution center requires the addition of a warehouse associate who can play a crucial role in ensuring customer satisfaction. The ideal candidate is someone who wants to learn and thrive while contributing to our core values.

**This position reports to the Charlotte Warehouse Manager & Dispatch Coordinator in Stallings, NC. The hours for this position are 6 am – 2:30 pm, M-F.**

### Objectives of this role

- Assist with the management of warehouse inventory, shipping, and receiving.
- Contribute to a dynamic team by filling purchase orders promptly and effectively.
- Adhere to company values of quality and excellent service.

### Responsibilities

- Document materials, including condition, quantity, and location in the warehouse.
- Monitor systems to ensure that all orders are received and accurate.
- Check inventory regularly.
- Stage and load inventory for delivery according to the purchase order, truck, and stop number.
- Unload products from freight trucks and organize them within the warehouse.

### Required skills and qualifications

- Age 18 or older
- Strong work ethic and organizational skills
- Ability to work strategically as part of a team.
- Ability to lift 100 lbs. or more pounds without assistance.
- Ability to stand comfortably for six or more hours at a time.

### Preferred skills and qualifications

- Familiarity with computers and building materials.
- Knowledge of logistics, transportation, and customer service
- Experience in operating a forklift.
- Ability to communicate in English and Spanish.