

## WAREHOUSE ASSOCIATE - HAYWARD, CA

Are you looking for a position where your strong work ethic and dedication will be valued and rewarded? Do you take pride in the results of your efforts? Can you pick up a dime with a forklift? If you answered an enthusiastic YES to these questions, you may be exactly who we're looking for to round out our rock-solid warehouse team at AKDO Pacific!

## A Little About Us:

The Company: AKDO Pacific is a subsidiary of AKDO Intertrade Inc. which is a manufacturer, importer, and wholesaler of luxury natural stone, glass, porcelain and ceramic products from countries all over the world. We pride ourselves in our excellent products and always providing the best customer experience.

The people: The excellent team at AKDO Pacific comes from a variety of diverse and eclectic backgrounds, but we are all united together by the continuous desire to produce exceptional results. As a team, we run a drama-free, transparent workplace where we all have each other's backs and everyone pulls their weight. We're always open to ideas and suggestions to improve and everyone's opinion is valued.

If this sounds like a place where you can see yourself working, and you have experience with the responsibilities listed below, please submit your resume! We can't wait to hear from you.

## Responsibilities:

- Assist with shipping and receiving, unloading trucks, checking in merchandise and preparing materials for shipment
- Read pick tickets to determine items to be moved, gathered, distributed and/or shipped.
- Pick, assemble and prepare customer orders for shipping using WMS
- Open crates and other containers
- Record amounts of materials or items received or distributed via appropriate procedure
- Sort and place materials or items on racks or shelves according to predetermined sequence such as size, type, color, lot or product code
- Move materials and items from receiving or storage area to other designated areas
- Mark materials with identifying information using appropriate method
- Organize warehouse and work area for orderliness at all times
- Assist in facilities maintenance duties as needed such as outdoor cleaning
- Put returned materials back to stock
- Cut samples
- Assist in counting of physical inventory
- Complete all training on warehouse equipment and follow all safety procedures required by AKDO and OSHA.
- Wear the proper safety equipment and following appropriate Personal Protection Equipment safety procedures

## Skills and Requirements:

- High school diploma or equivalent
- Previous warehouse associate experience
- Read and interpret documents such as pick tickets, packing lists, safety rules, operating and maintenance instructions
- Forklift operation, pallet jack experience
- Ability to lift or move on a regular basis 50 LBS, on an occasional basis, up to 75 pounds
- Familiarity and ability to use Microsoft Office, Outlook and Warehouse House Management System (WMS)
- Superior customer service skills

Benefits: We recognize that talented people are attracted to companies that provide competitive pay, comprehensive benefits packages and outstanding advancement opportunities. For this reason we offer a comprehensive benefit plan that includes the following:

- Medical and Dental coverage
- Vision care coverage
- Disability insurance
- Employee life insurance
- Flexible spending accounts
- 401K and company paid pension plan
- Paid time off
- Tuition reimbursement