



Simmons Equipment Company  
PO Box 719  
Pounding Mill, VA 24637  
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## **Warehouse Tech, Job Description** (Rev A)

A warehouse technician is responsible for monitoring the incoming and outgoing goods and services in the warehouse. Warehouse technicians verify shipment details, assist with packaging items, move merchandise to storage areas, inspect the quality of items for release, and escalate defective products for immediate replacement. They also operate various warehouse equipment and machinery, conduct maintenance repairs, and load and unload items from the delivery trucks. A warehouse technician must have excellent time-management and organizational skills, especially on processing orders and creating reports for inventory receipts.

### **Responsibilities:**

- Organize the work to be performed.
- Time Management to meet required production schedules.
- Communication to request assistance from other employees or to assist other employees when necessary.
- Organizing stock and maintaining accurate inventory through cycle counting.
- Security of the warehouse.
- Maintain a clean and orderly work area to prevent trips or falls.
- Forklift license if using a forklift to move metal or parts into or out of the work area.
- Demonstrate ability to safely use overhead cranes or jib hoists.
- Collecting merchandise from the distribution center and safely transporting materials to the shipping bay.
- Receiving and documenting merchandise for delivery or return.
- Keeping an inventory of all merchandise entering or exiting the warehouse.
- Identifying any missing, lost or damaged materials and immediately notify the supervisor.
- Ensuring that all the merchandise is safely and securely packed and labeled for shipping.
- Managing all merchandise with appropriate care.
- Assisting with training of newly employed workers.
- Checking labels to ensure products are shipped to the right destination.
- Any other job assigned by Supervisor.

### **Requirements:**

- High school diploma or GED.
- Ability to interpret technical documents, such as parts orders or other verbal or written instructions.
- Recognize and report any quality issues that may affect machine performance or create a warranty issue.

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- Ability to read and use a tape measure.
- Ability to operate a forklift, hand truck, pallet jack and other warehouse equipment.
- Adequate knowledge of the warehouse data systems.
- Ability to recognize defective or damaged parts.
- Processing, packing, and shipping orders accurately.
- Knowledge of computer systems and inventory programs, i.e., Excel, Word, Gmail, and Misys.
- Receive, unload and place incoming inventory in the appropriate storage areas.
- Able to lift, bend, twist, and stoop to stock or pull parts from shelves.
- Manual lifting by hand should not exceed 50 pounds.

Please visit [simmonsequip.com](http://simmonsequip.com) to download an application or submit your resume. You may also pick up an application at 2175 Fincastle Turnpike Tazewell, VA.

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