

Job Description

JOB TITLE	Warehouse
REPORTS TO	Shipping Supervisor
DEPT/LOCATION	Louisville, KY
FLSA	Non-Exempt (Hourly)

GENERAL DESCRIPTION

The warehouse clerk has a primary responsibility to move product and raw material for the warehouse to shipping and/or production. Maintains stocking records as well as operating a forklift or similar devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive material based on information on purchase orders
- Layout stock based on press schedule needs.
- Monitor additional stock requisitions
- Maintain warehouse area
- Inventory Counts

EXPERIENCE AND QUALIFICATIONS

- Good Math Skills
- Ability to handle multiple projects simultaneously
- Strong organizational skills
- Heavy lifting required
- Maintain a clean & organized work place
- Operate Warehouse equipment - forklift and similar equipment
- Ability to read a ruler