

Warehouse/ Delivery Associate

Requisition Summary

AES is currently looking for warehouse associates to work under general supervision, performing, accurately and timely, all functions associated with distribution of AES products. Operations include, but are not limited to, receiving, stocking, picking, packing and shipping. These functions are to be executed in a manner consistent with AES goals and expectations.

Job Functions / Responsibilities

Receiving – Accurately and productively verifies delivery bills and verifies product received. Identify compliance issues such as: overages, shortages, damaged product, packaging issues and incorrect parts.

Stocking – Accurately and productively stocks material in appropriate locations considering quantity, size, weight, volume and type of product.

Order Picking – Accurately and productively process customer orders selecting specified part quantities from assigned inventory locations. Matches bin part numbers with pick ticket.

Packing – Accurately and productively consolidates individual customer orders, properly packing items ensuring product will not be damaged in transit to the customer. Rough carpentry performed occasionally.

Shipping – Accurately and productively prepares preliminary shipping documenting weight, piece count and freight classification of all product. Ship customer orders as routed loading shipment on appropriate carrier.

Assists in the training of other employees. May perform other duties such as, maintenance of stocking locations, cycle counting, not-in-stock research, pre-packing, etc.

Regular full-time attendance is essential.

Essential cross-training and rotation through all warehouse functions as business needs dictate.

Qualifications & Skills

Ability to react to change productively. Must work safely and safely operate all distribution center power equipment.. The physical demands given below are representative of those that must be met to successfully perform the essential functions of the job with or without reasonable accommodation.

- Regularly lift and/or move up to 70 pounds.
- High School Diploma or GED
- Withstand heights up to 30 feet
- Experience operating warehouse power equipment safely
- Possess basic problem solving and basic math and number recognition skills

- 1 year delivery driving experience - NON CDL. Our delivery truck is a 26ft box truck, you must have experience with this size vehicle.

Hours of Operation

AES hours of operation are from 8am to 5pm Mon- Fri.

AES is a drug free workplace. Must be able to pass a drug screen.

We are offering a signing bonus of \$500 after 6 months employment.