

Warehouse Assistant (San Jose)

Responsible for assisting day-to-day production and performing of work in warehouse locations.

DUTIES AND RESPONSIBILITIES:

- Responsible for assisting the Warehouse Lead in the successful and timely flow of production work. Assist with and oversee all work that is set-up during the day.
- Deliver and pick up materials as needed, operate Agency Vehicles when necessary.
- Establish and maintain designated work areas and arrange as needed; ensure orderly and safe conditions at all times. Ensure proper working condition of work areas, grounds, trucks, tools, fixtures and equipment; arrange for repairs/replacements as needed.
- Responsible for working with the Warehouse Lead to ensure accurate and timely shipping and receiving of all work materials and products.
- Establish and maintain inventory control systems for all furniture and materials; keep inventory current at all times; notify lead of any inventory shortages.
- Assist in the preparation of and/or consolidations, receivers, repairs, inspections and other daily duties assigned.
- Work with office staff on an individual and group basis to maintain order of warehouse and tasks. - Recommend tools, fixtures, equipment or layout changes to improve work flow, productivity, quality of consumer performances. Recommend improved methods, records, etc. to enhance quality and efficiency.
- Monitor and provide for the quality assurance of the furniture, and delivery date deadlines necessary for each order.
- Arrange for regular removal and recycling of appropriate production boxes, plastics, paper, etc.
- Perform other duties as required by the nature of the position or as requested by Supervisor.

KNOWLEDGE AND ABILITIES:

- Modern warehousing and storekeeping procedures including shipping, receiving and issuing materials, proper and orderly storage, optimum space utilization and stock inventory procedures.
- Materials, equipment and supplies used in a furniture delivery operation.
- Proper lifting techniques.
- Record-keeping techniques.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

ABILITY TO:

- Plan, oversee and participate in the warehouse operations and activities of the warehouse.
- Receive, store, pick-up and distribute supplies, materials and equipment.
- Maintain appropriate stock levels.
- Establish and maintain effective storekeeping procedures.
- Follow work direction from others.
- Add, subtract, multiply and divide quickly and accurately.

- Operate a computer terminal.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain records, inventory and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds by themselves
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and two years increasingly responsible experience in a warehouse facility.

Resumes to: BBSIConnectSJ@bbsihq.com

Main Contact: Greta Minnis (510) 789-8306 or greta.minnis@bbsihq.com