



**22806 Northwest Lake Drive  
Houston, Texas 77095  
Tel: (281) 670-5755**

**Position: Warehouse Associate – Actuation Branch**

**Reports to: Warehouse Manager**

Establish and maintain effective work relationships within the department. Proactively be a part of the problem solving and communicate with appropriate departments, customer or vendors when product or customer service issues arise.

### **Duties and Responsibilities**

#### **Order Processing:**

- Review all supporting paperwork for order (ex: sales order, production order, MTR's, etc.) to ensure correctness and accuracy.
- Compares identifying information of incoming and outgoing shipments to verify information against bills of lading, invoices, work orders, and/or other records
- Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons
- Scan and store all data received from customer on incoming jobs, as well as, creates data packs and assigns incoming work orders to jobs
- Posts weights and shipping charges, and affixes postage
- Reviews and ensures all paperwork is prepared and included with shipment
- Pull and review all orders per quality control standards

#### **Material Receiving:**

- Unpacks and examines incoming shipments (inventory and buy outs), rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages (according to Branch vendor receiving processes) – reconcile bill of lading of material with actual shipment.
- Maintain records of all incoming shipments from and to the warehouse.
- Distribute material to correct area or bin location
- Unload inbound trucks with inventory
- Turn in packing list and paperwork
- Break down shipments and stock inventory with the put away report
- Record bin location changes and turn in so necessary bin locations can be changed in the system
- Inspect RMA's for disposition of material (must be in factory new condition to stock material)

#### **Order Shipping:**

- Prepares orders for shipping including: end protectors, touch up paint, tagging, palletizing, and wrapping.
- Coordination of third party freight and will call orders.
- Examines outgoing shipments to ensure shipments meet specifications

**Other Duties:**

- Report shortages on warehouse materials (ex: crating materials, pallets and crates for export orders in compliance for export regulations)
- Successfully complete Operator Safety Training of Powered Industrial Equipment Training Course
- Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment
- Report maintenance and repair needs for all warehouse equipment to Warehouse Manager
- Use of forklift and other warehouse equipment for unloading and loading trucks.
- Delivery/Pick Up driver as needed
- All other duties as assigned
- Frequent overtime, including weekends

**Qualifications:**

- Minimum 1+ year experience in industrial supply and/or valve shipping/receiving
- High School diploma or GED required
- Prior forklift experience (electric and/or sit-down)
- Must be able to read, write and speak English. Bilingual (Spanish) is a plus

**Knowledge, Skills and Abilities**

- Strong attention to detail, stays organized and ability to problem solve
- Basic computer skills
- Good verbal communication skills