



Warehouse Position Description

Date:	April 3, 2018	Position:	Warehouse Assistant Supervisor
Revised:		Reports To:	Warehouse Manager
Written By:	Chris Miltimore	Pay Range:	\$12.00 – 15.00/ hr.

GENERAL SUMMARY

Reporting directly to the Warehouse Manager and working with other shop personnel, assist's warehouse manager with daily tasks as required.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Responsible for the general upkeep of the warehouse. Upkeep includes sweeping floors, keeping work areas tidy and assisting with keeping other areas clean.
2. Assisting with daily inventory controls. Assisting each driver with their daily inventories.
3. Charging, checking and cleaning batteries as needed including rotations. Supervises refurbished battery production.
4. Assisting with the used battery program by identifying potential used product, charging, testing, cleaning and preparing for sale.
5. Restocking shelves with new product or with rotated product as required.
6. Labeling inventory for various account on a private label program.

SKILLS AND ABILITIES REQUIRED

1. Ability to perform basic math functions including the ability to add, subtract, multiply and divide. Ability to operate a basic function calculator.
2. Ability to organize themselves in a way that will maximize productivity and efficiency.
3. Interpersonal and communication skills to interact effectively with co-workers and customers. Ability to perform effectively under pressure while maintaining a high level of customer satisfaction.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

4. Basic knowledge of Microsoft computer operating system or the ability to learn such system in order to service customers need via POS system.
5. Attention to detail skills to perform all aspects of given assignments.
6. Ability to lift 80 lbs.

WORKING CONDITIONS

1. Field Work, including all seasons. This classification will require individuals to be exposed to various weather conditions and exposure to the elements. Primary work conditions will be within a warehouse but occasional work outside of warehouse is necessary.

MINIMUM JOB REQUIREMENTS

1. Less than 3 moving traffic violation convictions in 5 years.
2. Driver's License with a Chauffeur endorsement (or ability to obtain).
3. Good physical health including no back problems.
4. High School Diploma or equivalent.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.