



JOB TITLE: Warehouse Specialist

DEPARTMENT: Warehouse

FLSA STATUS: Non- Exempt

Updated: February 2018

REPORTS TO: Warehouse Team Leader

SUMMARY: The Warehouse Specialist assists the Warehouse Team Leader in smoothly running the warehouse environment. This position is responsible for adhering to the workload, processes and operations of the warehouse, taking direction and following through on daily tasks. Reporting to the Warehouse Team Leader, the Warehouse Specialist maintains communication with the Team Leader on any warehouse, freight and facilities issues.

Essential Functions

Preparation of Outbound Projects (35%)

- Understands blueprints and or CAD layouts of projects.
- Ensures sequence of properties needed at time of installation.
- Ensures clear and legible numbering of exhibit parts and pieces on bill of lading.
- Ensures supplies specific to each project are available and sufficient in toolboxes.
- Packs skids and crates with protective corners and shrink wrap where applicable to ensure safe transportation.
- Physically sets up multiple client properties.
- Adheres to schedules and timelines.
- Accountable to ensuring the work planned for the day is completed without going over on planned labor hours for the job.
- Keeps a clean and organized workspace, especially during busy periods.
- Other duties that may be assigned.

Receipt of Inbound Projects (35%)

- Separates all graphics from exhibit structure as needed.
- Separates all rental items and returns to storage.
- Follows instructions from Warehouse Lead to ensure the inbound is completed accurately.
- Other duties as may be assigned.
- Properly labels skids and crates in order to indicate ownership.
- Removes trash from the warehouse and shop to dock by end of each day.

Position Qualifications

Education & Experience	Mathematical Skills
High School Diploma with a minimum of 1 year of warehouse experience is preferred.	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages, rates and ratios.
Other	Reasoning Ability
Willingness to travel when necessary and possess	Ability to apply commonsense understanding to

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a Class B driver's license. Strong communication skills. Demonstrated ability to ensure quality, delivery and time/labor objectives. Demonstrated ability to meet timelines and targets.	carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Computer Skills	Physical Demands
Microsoft Outlook: Basic Skill Level Microsoft Word: Basic Skill Level Microsoft Excel: Basic Skill Level Microsoft PowerPoint: Basic Skill Level ERP System: Basic Skill Level	While performing the duties of this job, the employee is regularly required to move around, use hands, use feet to walk and drive forklift, stand for long periods of time, and push/pull/lift/move up to 75 pounds unassisted. This position is a working manager position and will conduct tactical daily work.
Language Skills	Work Environment
Ability to read, write and interpret documents in English such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze and interpret common trade journals, financial reports and legal documents.	The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Must comply with safety & dress codes for all production areas. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.

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