

# Warehouse Assistant

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Quality Bus & Truck Parts

16174 149<sup>th</sup> St SE, Big Lake, MN 55309

Full-Time, 40 Hours Per Week

## Role Summary:

The Warehouse Assistant will be responsible for supporting all warehouse functions including order picking, shipping, receiving, research and stocking.

## Key Responsibilities:

1. Support all shipping-related duties in a supportive role to the Operations Manager, including shipping outbound packages with specified carriers (SpeedDee, UPS, LTL or USPS) and understanding related software.
2. Assist with receiving duties and processing customer returns as needed including signing for, inspecting, and unpacking incoming shipments/packages, and finalizing purchase orders.
3. Assist in maintaining the organization of all parts, cores, materials, and supplies under the direction of the Operations Manager. This includes parts entry, misc. scrap storage, warehouse layout/organization, cycle counts, and a working knowledge of inventory management systems.
4. Perform research of parts, buses, trucks and other miscellaneous vehicles for accurate identification, storage and stocking of items in high demand.
5. Perform other duties, as assigned by the Operations Manager including, but not limited to, organizing the warehouse, delivering parts, and performing general maintenance, shop cleaning.

## Qualifications:

- Must be 18 years of age or older with a valid driver's license.
1. Must be able to pass DOT physical.
  2. Must be able to drive a forklift and pass certification.
  3. Previous warehouse or inventory experience is required.
  4. Must be able to lift to 50-150lbs.
- General mechanical knowledge is preferred.
5. Must be proficient with the Microsoft suite, especially Excel spreadsheets.
- Must be self-motivated, detailed, organized, and a good communicator.