

## **JOB POSTING**

**POSITION TITLE:** Warehouse Associate - Berkeley

**REPORTS TO:** Supply Chain Manager

### **PRINCIPAL RESPONSIBILITIES:**

Picking and processing shipments of UPS / Fed Ex. Help in the loading of the UPS / Fed Ex trucks. Receive incoming raw materials. Picking LTL orders for shipments. Loading/Unloading trucks with the use of a forklift.

### **ESSENTIAL FUNCTIONS:**

Picking Orders

Receiving Materials

Loading/Unloading trucks

Other duties as assigned

### **KNOWLEDGE AND SKILLS:**

Must have good computer skills

Must have hand truck / forklift experience

Must be able to follow written SOPs and possess a high degree of

quality in work

Must be able to work independently

### **MINIMUM EXPERIENCE AND EDUCATION:**

1-2 years previous warehouse, shipping and receiving experience preferred

High School Diploma or GED required

### **PHYSICAL/VISUAL ACTIVITIES OR DEMANDS:**

Must have sufficient visual acuity.

Must be able to lift 50 pounds.

### **WORKING CONDITIONS:**

Observes and follows safety regulations and displays the ability to perform job functions in a safe manner at all times.

Must wear safety equipment in the designated areas.

Required to work overtime as required by the manufacturing operation.

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDS WHICH  
MAY BE REPRESENTED BUT NOT ALL INCLUSIVE OF THOSE  
COMMONLY ASSOCIATED WITH THIS POSITION:**

Hand truck / Forklift

*LHB offers equal opportunities to all persons without regard to race, color, religion, age, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact the Human Resources Department.*