



## UNDERCAR PLUS

## JOB DESCRIPTION

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**Title:**  
**Department**

**Shipping and Receiving**  
**Warehouse**

### **Summary**

We are seeking a warehouse personnel to participate in our warehouse operations and activities. You will stock materials, pick, pack, label, wrap pallets, scan orders and maneuver a forklift.

### **Responsibilities**

- Prepare and complete orders for delivery or pickup
- Receive and process warehouse stock products
- Drive forklift
- Maintain inventory control on shelf and computer.
- Keep a clean and safe working environment and optimize space.
- Report any discrepancies
- Filing skills
- Communicate and cooperate with supervisors and coworkers
- Operate and maintain warehouse vehicles and equipment
- Follow quality service standards and comply with procedures, rules and regulations

### **Requirements**

- Previous experience as a warehouse worker
- Skilled in inventory software, databases and systems
- Familiarity with modern warehousing practices and methods
- Good organizational and time management skills
- Ability to lift heavy objects
- Current forklift license
- High school degree