



JOB DESCRIPTION: WAREHOUSE ASSISTANT

The Warehouse Assistant is an essential position at The Other Moving Company (TOMCO). This role is responsible for the safe packing and moving of client possessions. This position will help with packing, loading, and unloading customer household, office and industrial, fine art, and any other product that TOMCO may service with extreme diligence and care in the moving process. This position also assists with maintaining the warehouse and inventory in a safe, clean, organized manner.

Duties and Responsibilities:

The Warehouse Assistant will:

- Prepare packing materials; pack, unpack, and move goods in a safe manner that prevents damage
- Operate a forklift to load and unload trucks, vaults, and palletized shipments
- Prepare shipments in and out of the warehouse
- Perform inventory on customer goods as needed
- Assist with loading and unloading of customer goods onto trucks and into the warehouse
- Maintain warehouse accessibility and safety, including outside snow and debris removal
- Assist with facilities maintenance, as requested
- Demonstrate and maintain professional, courteous, and respectful working relationships with customers, employees, and vendors at all times

Qualifications:

Education:

- High School diploma or equivalent

Experience:

- 1 year forklift experience required
- Warehouse experience is preferred
- Forklift Certification

Knowledge:

- Knowledge of principles and processes for providing customer and personal services, i.e., customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of proper use and safety standards for forklifts
- Skill in time management

Abilities:

- Ability to communicate clearly and effectively, listening and understanding information while being able to communicate information and ideas in speaking so others will understand
- Ability in deductive reasoning – the ability to apply general rules to specific problems to produce answers that make sense
- Ability to develop and maintain positive and professional relationships with co-workers, customers, and vendors
- Ability to work independently as a self-starter or as part of a larger team to accomplish goals
- Ability to lift up and over 50 lbs. on a regular basis
- Ability to exert muscle force repeatedly or continuously over time

Working Conditions:

This position will require frequent changes from inside and outside environments and exposure to the elements. Standard storage warehouse environment will be the primary work location for this position.

Physical Requirements:

This position requires the ability to lift up and over 50 lbs., as well as the need to sit/stand for long periods of time. Walking, stooping, kneeling, crouching, pushing, reaching, pulling, and balancing are all required functions of this position, sometimes over longer periods of time.