Warehouse Associate

Critical Alert Systems, LLC, a developer in the critical messaging nurse call industry, is hiring a Warehouse Associate in Jacksonville, Florida.

Primary Purpose and Function

This position is responsible for all aspects of the shipping and receiving duties within the warehouse.

Essential Functions and Responsibilities:

Core duties and responsibilities include the following, other duties may be assigned:

- Perform shipping and receiving duties.
- Support the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our customer base.
- Responsible for making arrangements for pick-up by the carrier specified on the customer’s purchase order which is conveyed to the shipping clerk by final inspection via the shipping instructions.
- Must report defective materials or questionable conditions to the department supervisor. Responsible for keeping an adequate supply of shipping materials on hand at all times.
- Required to forward a requisition for shipping materials to the Department Supervisor for approval.
- Maintain the work area and equipment in a clean and orderly condition and follow prescribed safety regulations.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A minimum of 1-2 years of experience in shipping and receiving within a warehouse environment
- Competence with computer software including all MS Office Applications, and Peachtree.
- Must have a valid driver’s license and a good driving record.
- Excellent verbal and written communication skills
- Ability to work independently
- Ability to multi-task with attention to detail.
- Ability to perform but not limited to the following tasks, be familiar with and able to interpret packing slips, enter into the computer the correct information, to acknowledge receipt of the goods into the purchase order and processing database.
• Must be familiar with various forms that are used and required by the major freight carriers.
• Must be familiar with proper packaging methods and able to interpret visual aids used to convey specific packaging requirements.
• Experience with UPS/FEDEX online software is desirable.
• Well organized, detail oriented with excellent follow-up

Physical Demands:

• Required to drive the company van.
• Required to lift up to 50 lbs.
• Regularly required to sit, stand, bend, reach and move about the facility.

Compensation & Benefits

CAS offers a competitive salary and a generous benefits package including medical, dental, vision, flexible spending account, life insurance, long-term disability, Paid Time Off and 401(k) Retirement Plan.