



**CREATIVEBUSINESS**  
I N N O V A T I O N S

<b>DATE POSTED:</b>	September 24, 2014	<b>REPORTS TO:</b>	Warehouse Supervisor
<b>JOB TITLE:</b>	Warehouse Associate	<b>LOCATION:</b>	Lancaster, OH
<b>DEPARTMENT:</b>	Manufacturing		

### Scope and Purpose of Position

Responsible for supporting warehouse operations through receiving, supporting production, transferring, storing, utility, and picking activities.

### Tasks of the Position

- Assist with receiving and unloading of goods and transfers supplies from receiving dock to its proper location
- Verify goods received match purchase order before placing shipment in correct location
- Rotate stock to ensure that merchandise will be used before expiration date (FIFO)
- Maintain and organize all supply & packaging material to ensure compliance with safety regulations
- Operate forklift, hand truck, pallet jack and other warehouse equipment in a professional and safe manner
- Assist in keeping warehouses clean and organized on a daily basis
- Assist with maintenance and cleanliness of vehicles and refuel as needed
- Observe and abide by all company policies and safety regulations
- Assist in inventory management
- Respect and support supervisors and managers

### Knowledge/Skills/Abilities

- Able to understand and follow oral or written work instructions
- Good communication skills
- Able to work with fellow coworkers

### Job Requirements

- Able to sit or stand and walk throughout the scheduled work shift
- Able to lift and/or move up to 50 lbs. on a continuous basis throughout the work day

### Supervisory Responsibility

This job has no supervisory responsibilities.

### Qualification (Education/Training)

- High school diploma or equivalent
- Previous warehouse experience preferred
- Forklift Certification preferred

**Please submit your resume via email to [info@creativebi-llc.com](mailto:info@creativebi-llc.com) or fax to: 614-758-0109**