



F.W. WEBB COMPANY

## Job Posting

Position Title: Warehouse Associate/Inventory Control

Location: Liverpool, NY

Reports To: Store Managers

Pay Range: \$21.00 - \$26.00 per hour

### Responsibilities:

- Pick, pack, process, and ship inventory both internally and externally
- Operate equipment, such as forklifts, to move warehouse materials
- Assist with loading and unloading delivery trucks
- Maintains inventory cycle count and physical inventory of the facility
- Perform continuous physical cycle counts, stock checks, and manual stock re-location daily.
- Researches and resolves all inventory discrepancies.
- Traces history of items to determine root cause of discrepancies
- Compiles, verifies, and reports periodic statistical information to management.
- Ensures compliance to inventory processes and procedures.
- Receive, inspect, and sort freight-in accurately.
- Assist customers with their orders, using good customer service
- Communicate effectively with team members and supervisors
- Multi-tasking in a fast-paced work environment
- Adhering to all safety procedures and standards
- Other duties as assigned

### Qualifications:

- Must be able to work first shift hours
- Must be able to stand for extended periods of time and lift 50lbs
- Previous warehouse, forklift, and/or overhead crane experience is a plus!