



### *Job Description*

## **Warehouse Associate**

**Salary Range:** \$9 - \$13 per/hr

**Working Hours:** Monday – Saturday (40+ hrs a week) Varies by location

### **Job Summary:**

Super Stone, Inc. are pioneers of the decorative concrete industry serving concrete contractors with quality products, support, and training for over 50 years. Super Stone's headquarters is located in Miami, FL with additional fully stocked warehouses.

This position is responsible for providing reliable customer service and accurate inventory. This includes checking stock, getting products to customers, record keeping, and maintaining safety, security and integrity. The specific duties and responsibilities may change or be increased as assigned and include, but are not limited to:

### **Principal Duties and Responsibilities:**

- Pulling, packing and delivering orders to customers. Preparing orders for shipment adhering to Super Stone and DOT requirements.
- Counting inventory, stocking shelves, and organizing products.
- Manufacturing and packing products. Operating motorized equipment such as forklifts, mixing machines, bagging machines, front end loader, pallet wrapping, and pallet regulations.
- Provide occasional coverage for nearby locations as needed.
- Receiving, unloading, and checking deliveries. Following shipping and receiving procedures and complete necessary paperwork.
- Transporting orders via small truck or larger flatbed truck. Ensuring order is accurate and received or delivered to proper parties (as needed).
- Assisting with setup, material preparation, and cleanup of seminars.
- Maintaining a clean and organized warehouse including trash removal, lawn maintenance, and facility clean-up. Adhere to health and safety operating procedures.

### **Education & Language:**

- High School Diploma or GED plus two (2) years of warehouse experience.

- Speak English and Spanish preferred.
- DOT Hazardous Materials Transportation Certification (ability to obtain within 5 months of employment if applicable)

**Experience, Knowledge, Skills and Abilities:**

- Experience in operating a forklift and other mechanical equipment.
- Delivery Driving (if applicable). Valid drivers license and insurance required.
- Methods and techniques of manufacturing, packaging, receiving, shipping, and storing equipment, materials and supplies.
- Principles and practices of safe operating of equipment, driving, and health and safety regulations, and record keeping.
- Basic mathematical principles and follow oral and written directions.
- Maintain confidentiality of privileged information obtained in the course of work.
- Pre-employment drug and background screen; random drug testing applies.
- Must be able to lift 95 lbs. May require lifting, climbing, working on slippery or uneven surfaces, bend, kneel, walk or stand for prolonged periods of time, ability to hear and speak in abnormal room sound conditions, and lift horizontally and visually.

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