

Warehouse Associate (Pick and Pack)

Key responsibilities and tasks

The warehouse associate is responsible for the efficient handling and movement of goods within the warehouse or distribution center. They play a crucial role in ensuring the smooth operation of the supply chain and maintaining an organized and safe working environment. The specific duties and responsibilities of a warehouse associate may vary from time to time depending on customer demands and the type of goods in the warehouse, but generally include responsibility of the following:

Order Fulfillment: Picking, packing, and preparing orders for shipment based on customer requirements. Ensuring that items are correctly labeled, packaged, and staged for delivery. Collaborating with shipping personnel to ensure timely and accurate order processing.

Inventory Management: Accurately receiving, inspecting, counting, and recording incoming goods and verifying them against purchase orders or invoices. Organizing and maintaining inventory using appropriate storage methods, such as shelving, bins, or racks. Performing regular stock checks and reporting any discrepancies.

Loading and Unloading: Safely and efficiently loading and unloading goods from trucks, trailers, or shipping containers using forklifts, pallet jacks, or other material handling equipment. Adhering to proper lifting techniques and safety protocols to prevent accidents or damage to products.

Warehouse Organization: Maintaining a clean and well-organized warehouse environment. Arranging goods in a logical and systematic manner to maximize space utilization and facilitate easy accessibility. Keeping aisles, storage areas, and equipment clear of obstructions, and ensure the warehouse floor is free of any debris and rubbish to allow for frequent cleaning with the powered floor scrubber

Equipment Operation: Operating warehouse machinery and equipment, such as forklifts, pallet jacks, hand trucks, conveyor systems, and floor cleaning equipment, following established safety guidelines. Conducting routine inspections and reporting any equipment malfunctions or maintenance needs.

Documentation and Record-Keeping: Ensuring accurate documentation of all warehouse activities, including receiving, shipping, inventory movements, and product returns.

Recording relevant information in the WMS system or manual logs as required.

Quality Control: Inspecting products for quality, damage, or defects during the receiving and picking processes. Identifying and reporting any issues to supervisors or quality control personnel.

Safety and Compliance: Adhering to all safety guidelines and regulations to minimize workplace hazards. Following proper handling procedures for hazardous materials, if applicable. Participating in safety training programs and reporting any safety concerns or incidents.

Teamwork and Communication: Collaborating with coworkers and supervisors to achieve common goals and meet operational targets. Effectively communicating any issues, delays, or discrepancies to appropriate personnel. Supporting a positive work culture and contributing to a productive team environment.

Perform any other related tasks as required by management.

Area of work

- A Warehouse associate works with the following assignments.
- Planning of the daily work in the warehouse.
- Planning of storage and quay areas.
- Receive incoming goods.

- Daily contact to colleagues, customers and business connections.

Qualifications and Competencies

- High school diploma or equivalent.
- Experience with picking and packing orders is a must.
- Large warehouse (Amazon, etc.) picking and packing experience is an asset.
- Familiarity with warehouse operations and inventory management practices is an asset.
- Physical fitness and ability to lift heavy objects (up to 50lbs) and perform manual labor for extended periods.
- Experience operating warehouse equipment, such as forklifts, or pallet jacks, is required and past hands-on experience in operating very narrow aisle forklifts is advantageous.
- Attention to detail and accuracy in performing tasks and maintaining a clean and neat warehouse area.
- Basic computer literacy for data entry and inventory tracking.
- Strong organizational and time management skills.
- knowledge of safety regulations and willingness to follow safety protocols.

Personal attributes

- You implement Blue Water's culture and strategy.
- You are loyal to the culture and the strategy.
- You are active in strengthen the culture, the strategy and the objective. You always follow the set goals and tactical plans from the board of directors, regional directors and immediate manager
- You are expected to act safely at all times to ensure your own welfare and that of your fellow employees on the basis of the defined health & safety targets.
- You focus on continuously reducing Blue Water's environmental impact on the basis of the defined environmental targets.
- You are capable of adjusting your communication to the different types of personalities – towards customers, business connections, managers and colleagues.
- You communicate with respect.

An exciting opportunity

We offer you an exciting opportunity to work in a team of motivated and qualified specialists, in a company with a high focus on employees and a unique culture.

What we offer

100% employer paid medical, dental, and vision coverage for employees. Additional benefits include a robust 401K, generous paid time off and values-driven, international culture.

Ready to take the next step in your career? Apply now.

As we review applications, we plan to invite qualified candidates for interviews while the posting may still be active.

So if the position has piqued your interest, we recommend that you don't hesitate to send in your application.

For this role, visa sponsorship is not available. Applicants must have work authorization in the United States.

What we do – Together we create solutions

Blue Water is a global provider of all logistics services in modern supply chain management. The company was founded in 1972 in Denmark, and today, Blue Water has over 2,700 employees at 80 offices worldwide. Every Blue Water office combines a strong global network with local expertise, and the company operates in various

dedicated business segments.