

# Warehouse Associate



Job Title: Warehouse Associate  
FLSA: Non-Exempt  
EEO Code: 895

Last Revision: 3-2020  
Division/Department: New Nautical Coatings  
Reports to: Warehouse Supervisor

## SUMMARY

Responsible for loading and unloading finished product and raw materials. Stock and maintain warehouse inventory.

## PRIMARY RESPONSIBILITIES

1. Package finished product for shipping.
2. Perform tank cleaning.
3. Operate forklift.
4. Responsible for loading and unloading both inbound and outbound shipment.
5. Responsible for quality control. No damaged product is sent out. No damaged inbound shipment received without approval from warehouse supervisor.
6. Maintain company provided PPE (Personal Protective Equipment).
7. Develop working knowledge of inventory.
8. Pull customer orders: reading customer orders, work orders, shipping orders to determine items to be moved, gathered, or distributed and/or shipped.
9. Other duties as assigned by management

## ADDITIONAL RESPONSIBILITIES

1. Maintain open communication with fellow employees.
2. Check material in and process appropriate documents for inbound shipments.
3. Provide on the training to new employees.
4. Maintain clean work environment.
5. Steel toed shoes required.
6. Perform quality work within deadlines with or without direct supervision.

## KNOWLEDE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Ability to lift up to 50 pounds
3. Must pass forklift and hazmat training (provided by New Nautical Coatings)
4. Ability to handle multiple tasks simultaneously.

## WORKING CONDITIONS

Working conditions are normal for a non-climate controlled manufacturing environment. Work involves frequent lifting of materials and product up to 50 pounds. Machinery operation requires the use of safety equipment to include but not limited to: eye safety glasses, work boots, tyvek suits, and gloves. Loose fitting clothes and jewelry are not permitted.

## Pay

\$14.00 - \$15.00 per hour. DOE.

## HIRING PROCESS

Email resume to [cmeadows@seahawkpaints.com](mailto:cmeadows@seahawkpaints.com)