

Job Description

Job Title: Warehouse Associate	Reports To: Warehouse Lead
Department: Warehouse	Location: Livermore, CA
Exemption Status: Non-Exempt (Hourly)	Level/Salary Range: TBD

Our Mission

We are an employee-owned company, providing effective automation solutions. We are dedicated to quality and long-term value. Our first priority is to meet and exceed the requirements of our customers.

Powermatic Associates is consistent in delivering products and solutions that simply work. Our reputation has allowed us to grow along with the successes our customers experience.

As a leading Original Equipment Manufacturer (OEM) distributor, it is important to have inventory available, so our customers can anticipate the timely delivery of their tools and/or systems. Some of our standard product inventory includes circuit breakers, contactors, programmable logic controllers (PLCs), and sensors of several technologies. We also inventory raw stock items for our value-added assemblies, in order to reduce lead times.

Behavior Standards

In the performance of the respective tasks and duties, all employees are expected to abide by the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Be honest, ethical, and hardworking with a strong desire to succeed.
- Work independently while understanding the necessity for communicating work efforts with other employees and organizations.

Job Purpose

The Warehouse Associate will support the company's warehouse operations. Some of those responsibilities include receiving, inputting, sorting, loading and unloading products.

Principal Duties & Responsibilities (Essential Functions)*

- Pull and prepare orders for shipment.
- Receive, verify, stage and stock all incoming materials.
- Organize stock and maintain inventory.
- Contribute ideas on ways to improve or optimize warehousing procedures.
- Ensure warehouse is clean, organized, secure and safe at all times.
- Prepare stockroom for physical inventory.
- May prepare kitting packages for assembly production.
- Other duties as assigned, needed or required.

**To comply with regulations set forth by the Americans with Disabilities Act (ADA), the principal duties in this job description must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Qualifications & Skills

- High School Diploma or GED strongly preferred.
- Minimum of 2 years' prior experience in a similar role.
- Show a high level of ownership, accountability and initiative.
- Must have proven experience working well within a team environment.
- Working knowledge of safety regulations and procedures.



- Product knowledge or the ability to quickly learn it.
- General computer skills for basic entry.
- Strong communication skills.
- Ability to operate forklift, hand truck, pallet jack, and other warehouse equipment.
- Critical thinking skills necessary.
- Customer service focused.

Working Conditions

Powermatic Associates is a rapidly growing organization and as such our team must be very agile and be comfortable working in an evolving environment. The working conditions for this position is primarily sedentary in an office environment; experiences frequent interruptions; required to meet deadlines; requires visual concentration on detail, dexterity and precision. Typical work hours are M-F, 8am-5pm.

Travel Requirements

This position does not require travel.

Physical Requirements

- While performing the duties of this job, the employee may be required to walk 60% of the time, stand 30% of the time and sit 10% of the time.
- The employee will occasionally lift and or carry up to 75 lbs.
- Employee may use computer, phone, copier/scanner and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

Direct Reports

This position does not have any direct reports.