

Warehouse Associate – Part-Time

ACA WSO is a 12 Step non-profit organization. Our primary purpose is to be of service by carrying the message of recovery to all who suffer from being raised in an alcoholic or otherwise dysfunctional environment. WSO is a connection between these individuals, ACA meetings, our Intergroups, and our Regions.

We are recruiting for a part-time position that requires up to 30 weekday hours per week. Our Warehouse Associates are responsible for all aspects of warehouse functions including the receiving, storing, handling, picking, packing and shipping of products, computer entry of appropriate records, as well as being responsible for ensuring the warehouse is kept safe and orderly.

Specific Duties & Responsibilities:

- Receives incoming shipments of materials and prepares appropriate documentation, both on paper and computer.
- Picks and packs orders to be shipped to customers, ensuring proper shipping documentation is completed. This includes international shipping.
- Assists with monthly inventory and other periodic inventory verification.
- Ensures warehouse/equipment is maintained on a regular basis.
- Shares the responsibility for maintaining a safe and clean work environment.
- Answers order-related phone inquiries.
- Uses inventory control equipment, i.e., bar-coding equipment, handheld devices.
- Monitors inventory levels, ensuring that management stays informed of low inventory levels.

Core Competencies:

- Solid reading and math skills.
- Forklift experience.
- General computer skills that includes good working knowledge of Microsoft Word and Excel.
- Able to communicate effectively.

Qualifications:

- High school diploma or GED required.
- Warehouse and distribution experience.

Physical Requirements:

- Able to move/lift up to 50 lbs. unassisted.
- Able to maneuver a pallet jack.
- Able to operate a motorized forklift.
- Able to climb a ladder for minimal movement of single materials off of upper level shelves.

Compensation:

- \$15/hr.
- Six paid holidays

Send resume and cover letter to Tammie Garcia, gm@adultchildren.org