



## Fayetteville

# Warehouse Associate/Driver

### **Job Description:**

### **Duties and Responsibilities:**

- Represents East Coast Metal Distributors by wearing clean, company provided uniform.
- Implements timely deliveries, greets customers, verifies items with proper initialing and dating, and helps unload trucks. Notifies Warehouse Manager of any discrepancies before leaving place of delivery.
- Maintains – inside and out – a **clean, safe delivery vehicle**.
- Immediately reports any personal injury or vehicle accident to Warehouse Manager.
- Obtains products for counter sales orders and greets customers with their orders.
- Validates correct items and quantities on pick tickets and transfer requests with proper initialing and dating. Notifies Warehouse Manager of any discrepancies to leaving shipments.
- Helps other warehouse personnel by verifying correct items and quantities with proper initialing and dating.
- Secures, stages and ships orders via LTL, UPS, and East Coast Metal Distributors delivery vehicles. Notifies Warehouse Manager of any discrepancies to leaving shipments.
- Unloads incoming inventory, documents its arrival and verifies items and quantities via Vendors Packing List with proper initialing and dating. Notifies Warehouse Manager of any discrepancies to incoming shipments.
- Submits packing list for entry of items into warehouse inventory.
- Incorporates inventory shipments into warehouse inventory.
- Becomes proficient and certified in Fork Truck Safety and Operations.
- Uses all material handling equipment safely and correctly.
- Notifies Warehouse Manager and Branch Operations Manager of any needed service, repairs or unsafe conditions observed concerning material handling equipment or East Coast Metal Distributors properties.
- Immediately reports any injury.
- Maintains a clean, neat and orderly warehouse.
- Completes other duties assigned by Warehouse Manager.

### **Address:**

3265 Natal Street, Fayetteville, North Carolina 28306, United States

### **Here is what you will be doing as part of the team:**

- Possess a clean driving record:
  - No more than one moving violation\* in any one-year period, or more than two moving violations in the most recent three years
  - No more than one preventable accident in any two-year period during the most recent three years
  - No restrictions, suspensions, or DUI convictions in the past three years
- Ability to pass a DOT physical examination requirements
- Ability to communicate effectively with customers and provide superior service
- Must be 21 years of age or older

- Pass a pre-employment drug screening and background check
- Willing to work overtime, holidays and weekends as requested by the Branch Operations Manager.

**Special Requirements:**

- Willing to work overtime, holidays and weekends as requested by the Branch Operations Manager.

**Minimum Education/Experience:**

- HS diploma, or GED equivalent, is required.
- Related experience and/or advanced training or any equivalent combination of education and experience may be substituted.
- Previous counter sales, HVAC, and customer service experience is desired.
- Must be computer literate with knowledge of Microsoft Office products.
- Must be able to use general office machines and multi-line telephone. Strong communication and interpersonal skills are required.

**For Complete Job Description, Requirements and Apply:**

[https://myjobs.adp.com/eastcoastmetal/cx/job-details?\\_\\_tx\\_annotation=false&c=1164651&d=ExternalCareerSiteEastCoast&sor=adprm&reqId=5001183330506](https://myjobs.adp.com/eastcoastmetal/cx/job-details?__tx_annotation=false&c=1164651&d=ExternalCareerSiteEastCoast&sor=adprm&reqId=5001183330506)