

Job Description

Title: Warehouse Associate

Cost Ctr: 501-000

Work Location: Addison, TX

Position Status: Full-time Part-time

Division & Department: Production Operations

Position Reports to: Senior Manager, Production & Planning

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Dedicating ourselves to our customer's success
- Compete and win with integrity
- Create innovative solutions with science and technology
- Team and collaboration with accountability

JOB SUMMARY

The Warehouse Associate performs various tasks related to incoming goods receiving, warehouse inventory labeling and stocking, inventory picking for order fulfillment, cycle counting, kitting of jobs, and providing material support for both the production and logistics teams, document filing and materials handling for new and existing business. Accurately supports established processes for all incoming and outgoing stock including the kitting and issuance of material for work orders as defined by the Planners, ensuring stock materials are identified for planned requirements.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Executes assigned inventory transactions per scheduled warehouse functions to ensure the prompt delivery of materials to production and logistics.
- Executes accurate transactions in the issuance of material kits, receiving, shipping, and transfers, as well as assisting the identification and resolution of material input errors.
- Executes assigned warehouse activities to ensure the efficient and economical utilization of facilities for storing and retrieving materials.
- Executes periodic cycle counts in accordance with the A,B,C analysis provided. Assist in the identification of slow moving or non-usable inventory through the use of system records and product knowledge.
- Supports Production/Quality/Purchasing in return to vendor (RTV) of non-conforming materials. Tracks RTV material in support of production requirements.
- Executes the delivery of non-inventory receipts and inventory issues to the planned recipient.

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KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Associate Degree or HS Diploma and equivalent work experience in a warehouse or inventory control assignment.
- Experience of one to five years position related and/or training; or equivalent combination of education and experience.
- Attention to detail and ability to follow instructions in a disciplined manner.
- Knowledge of bills of material, work orders, and purchase order relationship preferred.
- Interpersonal skills required for working efficiently and effectively with peers, subordinates, and others.
- Knowledge of Microsoft Office products (Excel, Word, PowerPoint, Outlook)
- Sage 100 knowledge is desirable

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- None

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard warehouse environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in a warehouse setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of

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employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.