

# Parts & Warehouse Assistant



**Department:** Parts Department  
**Reports to:** Manger, Product Support

**FLSA Status:** Non-Exempt  
**Date:** March 2018

## POSITION SUMMARY:

This position will provide daily support to the Continental Girbau West Parts Department including parts and product order completion, inventory stocking, warehouse organization and maintenance. This position will be responsible for equipment prep and staging utilizing a forklift daily. This position will act as a back up to the Manager, Product Support when necessary.

## ESSENTIAL FUNCTIONS:

### Parts

- Assist customers in the person or via phone with parts questions and order receiving ensuring accuracy and attention to detail
- Parts order completion –order entry, fulfillment, packing, shipping, paperwork completion
- Ability to read parts and service manuals to assist customers with parts information as needed and references
- Assist with Semi-Annual Physical Inventory

### Warehouse

- Inventory stocking and parts room organization
- Staging of warehouse in an organized fashion ensuring rotation of product on a FIFO basis
- Maintain accurate product inventory records ensuring serial number accuracy
- Prepare and prep equipment orders for customer or installer pick up
- Load/unload equipment/parts as needed for incoming/outgoing shipments
- Assemble LG Stacks as needed
- Assemble coin meters on LG products as needed
- Warehouse maintenance ensuring the warehouse is clean and organized at all times

### Miscellaneous

- Process warranty parts in the Continental web based portal
- Assist with service and training schools including set up and tear down of training area
- Strict confidentiality on all company matters
- Other company-wide duties as assigned



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## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass drug screens and background checks.

## EDUCATION/CERTIFICATION/LICENSURE:

- o High School Diploma or equivalent

## EXPERIENCE REQUIRED:

- o Previous forklift experience and certification required
- o Previous order processing experience

## KNOWLEDGE AND SKILLS REQUIRED:

- o Computer literacy with windows based programs
- o Strong oral and written communication skills
- o Strong problem solving ability
- o Must be self-motivated to work independently
- o Must possess a positive attitude and willingness to learn
- o Fluency in English Language is required
- o Some heavy lifting is required (50# daily, 75#+ occasionally)

## PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NEVER ( 0%)	RARELY ( 1-5%)	OCCASIONALLY (5-33%)	FREQUENTLY (34-66%)	CONSTANTLY (67-100%)
FREQUENCY		LEVELS		DISTANCE
<b><u>Lifting/Carrying:</u></b>				
<b>Under 10 lbs</b>	Frequently	Varying Levels-Overhead to Floor		Up to 50 ft.
<b>10-20 lbs</b>	Frequently	Varying Levels-Overhead to Floor		
<b>21-50 lbs</b>	Frequently	Varying Levels-Overhead to Floor		
<b>50-100 lbs</b>	Occasionally	Varying Levels-Overhead to Floor		
<b>Over 100 lbs</b>	Occasionally	Varying Levels-Overhead to Floor		
<b><u>Reaching:</u></b>	Frequently	Pick up, move / handle office objects.		Arm's length to overhead
<b><u>Sitting:</u></b>	Occasionally	N/A		Office setting
<b><u>Standing:</u></b>	Frequently	N/A		Office/Warehouse setting
<b><u>Walking:</u></b>	Frequently	May climb stairs		Office/Warehouse setting
<b><u>Driving:</u></b>	Rarely	N/A		N/A
<b><u>Bending:</u></b>	Frequently	N/A		To foot level
<b><u>Kneeling:</u></b>	Frequently	N/A		To floor level
<b><u>Crouching:</u></b>	Frequently	N/A		To floor level
<b><u>Squatting:</u></b>	Frequently	N/A		To floor level
<b><u>Twisting: (Torso)</u></b>	Frequently	N/A		Reaching for objects
<b><u>Climbing:</u></b>	Occasionally	N/A		Climbing stairs/ladders
<b><u>Pushing/Pulling:</u></b>				



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Under 10 lbs 10-20 lbs 21-50 lbs 51-75 lbs 76-100 lbs	Frequently Frequently Frequently Occasionally Occasionally	General office/warehouse work.	Arms distance
<b>EXTREMITY MOVEMENTS:</b>	<b>Frequency</b>	<b><u>R</u>=Right / <u>L</u>=Left / <u>B</u>= Both</b>	<b>Yes or No</b>
<b>Dominant Hand:</b>	Frequently	R or L	Yes
<b>Both hands:</b>	Constantly	B	Yes
<b>Both feet:</b>	Constantly	B	Yes
<b>General Sight Requirements:</b>	Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.		
<b>Binocular:</b>	Not applicable.		
<b>Field of Vision:</b>	Not applicable.		
<b>Color Discrimination:</b>	None.		
<b>HEARING:</b>	For general worksite instruction and equipment safety.		
<b>SPEECH AND LANGUAGE:</b>			
<ul style="list-style-type: none"> <li>Visual comprehension (understanding/processing written word and visual observations)</li> <li>Perform written communication. Communication with co-workers, leaders verbally.</li> </ul>			
<b>ENVIRONMENT:</b>			
<b>Work Hours:</b>	40 hours per week with overtime by assignment		
<b>Inside:</b>	95 %		
<b>Outside:</b>	5%		
<b>Extreme Cold / Heat:</b>	No / No		
<b>Noise:</b>	Office and warehouse setting		
<b>Tools used:</b>	This job operates in a professional office and warehouse environment. This role also routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, forklifts, hand and power tools.		
<b>Safety equipment :</b>	When in warehouse areas, the use of safety glasses, hearing protection are required.		

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.