



WAREHOUSE ASSISTANT

Department: Skookum Creek Tobacco Factory

FLSA Status: Non-Exempt

Pay Scale: Manufacturing

Grade/Level: 4 (\$22.66 - \$25.41 per Hr.)

Opens: 01/22/2024

Job Status: Full Time

Reports To: Warehouse Manager

Work Schedule: Mon-Thurs with some Fridays

Closes: 02/02/2024

POSITION SUMMARY

The Warehouse Assistant performs warehouse duties including assisting the Warehouse Manager in coordinating all shipping and receiving, collaborating with the production supervisor and distribution team, and tracking all of Skookum Creek Tobacco's inventory needs of raw materials as well as all finished goods.

ESSENTIAL DUTIES

1. Responsible for the overall inventory control, shipping and receiving, and assisting other departments as necessary.
2. Distributes raw materials to the work in progress areas of the factory, based on production needs.
3. Maintains proper storage techniques to account for raw materials in use, and accounts for correct usage of said material while maintaining proper storage techniques.
4. Maintains daily Bond logs for finished goods as they transfer from work in progress through finished goods status to said Bonding requirements.
5. Accomplishes daily, weekly, and monthly physical inventories and maintains daily, weekly, and monthly record keeping for all raw materials and finished goods in the warehouse.
6. Coordinates the accurate completion of purchase orders, sales orders, picking sheets, and the pull and delivery of products to Skookum Creek Distribution and various other vendors.
7. Acts as a receiving clerk, including inventorying, loading, unloading, and properly re-stocking all materials.
8. Assists in the purchasing of raw materials as needed. Understands vendor lead times for purchasing, purchase order requirements, and onsite material usage.
9. Coordinates freight carriers based on customer needs and manages records of all freight carriers for shipment integrity and on time deliveries while maintaining cost effectiveness.
10. Completes installation of *perpetual inventory* to accurately track raw material and finished product inventory in the warehouse.
11. Assists in completing data entry into *perpetual inventory* on a daily basis to maintain accurate count of raw materials and finished products in the warehouse.
12. Collaborates with the production supervisor to develop and carry out a ten-day production run.
13. Operates a forklift and truck and handles all maintenance needs.



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14. Learns and performs duties for the purchasing agent as needed, even acting as purchasing agent on an interim basis.
15. Attends and/or facilitates all mandatory meetings and training.
16. Maintains confidentiality at all times.
17. Maintains awareness and sensitivity to Native American Culture.
18. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

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

POSITION REQUIREMENTS

- Experience in a fast-paced, physically demanding and team-oriented work environment is a plus.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Monitor the performance of yourself, other individuals, and the organization to make improvements or corrective actions.
- Ability to perform tasks as needed and in a timely manner.
- Ability to read and interpret documents, and procedures manuals.
- Ability to respond to common inquiries or complaints from customers, vendors, and employees of the organization.
- Must be able to read, write, and communicate in English.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, fractions, and ratios to practical situations.
- Ability to express abstract concepts using numbers.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

- Proficient in computer applications and willing to learn new programs, including MAS 200, Microsoft Excel, and Microsoft Word.

EDUCATION AND EXPERIENCE

Education Required: High School graduate or GED.

Education Preferred: Additional state certifications achieved in a manufacturing setting will be strongly considered in this position.

Experience: Six years' experience working in a manufacturing environment.



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A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: Forklift certified or be able to get certified within 30 days of hire/transfer.

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.

While performing the essential functions of this position, employees will be required to:

- Regularly required to sit; use hand to finger, handle, or feel with frequent hand and wrist movements, and talk or hear. The employee is required to stand for long periods in a warehouse setting, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must lift and/or move up to 75 pounds on a regular daily basis.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.
- Proper use of PPE, as required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Warehouse setting, which includes noise and operation of machinery/equipment.
- Exposure to weather while outside on the warehouse properties.

Other Requirements: Must be able to pass a criminal background check and follow the drug policy.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and



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the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for Squaxin Indian Tribal members is in effect for this position. The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

Employee Signature:

Date:

Manager Signature:

Date: