

Receiving Associate

Location: Memphis, TN

Employee Status: Full-Time, Hourly



Essential Job Functions:

Receiving Associates process inbound shipments through a system generated process. The following are requirements needed for this position:

- Unload incoming deliveries, count all cartons and pallets associated with the shipment and match them to the incoming paperwork
- Ability to identify damaged or short product issues prior to accepting the shipment
- Breakdown, identify and count product. Match it to the inbound packing slip
- Receive product against the purchase order with an RF unit
- Create put-away documents
- Put product away in designation location by matching product, quantity and proper location
- Participate in inventory counting as needed.
- Operating forklift to move product, if certified equipment operator

Physical Demands and Work Environment:

Physical Demands:

- Frequently lifting up to 50 lbs consistently.
- Constant standing and walking for extended periods of time
- Frequent bending, reaching and stooping.
- Fast pace environment – must have the ability to work quickly and with a very high level of quality

Work Environment: Warehouse environment, which includes seasonal temperature changes.

Required Qualifications:

- Education: High School diploma or GED equivalent
- Experience: 1-2 years
- RF equipment experience
- Must be able to work any shift, any day of the week
- Must be willing to work overtime
- Must be able to operate a forklift and have completed forklift training.

Required Skills:

- Ability to read, write and count accurately
- Knowledge of basic mathematics (addition, subtraction, multiplication and division.)

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Send resume and cover letter stating areas of interest and appropriate skills to: hr@wynit.com