



## Warehouse Assistant

### Job Description

The Warehouse Assistant is responsible for receiving, stocking, organizing and staging of product for warehouse and fleet vehicles. They will report directly to the Warehouse Manager and work closely with the Procurement Manager to assist with day-to-day warehouse operations.

**Reports to:** Warehouse Manager

### Roles

- Receiving all product that has been ordered and shipped through FedEx, UPS, USPS, and all TL/LTL and other couriers
- The Warehouse Assistant will maintain the warehouse's cleanliness and product placement. This means having all product that has been received placed in appropriate job start piles for ease of access and delivery on project deployment.

### Responsibilities:

- Open and close warehouse daily.
- Receive and document returns and deliveries.
- Ensure all product is ready to go for the next day on the day prior.
- Maintain a clean, safe working environment for the warehouse.
- Coordinate waste management and recycling needs.
- Maintain adequate levels of stock items for quick turn-around projects.
- Prepare outgoing shipments, including RMAs and associated documentation.
- Other duties as assigned.

### Job Requirements

- Minimum 1 year experience in a warehouse or operations positions.
- Strong written and verbal communication skills.
- Detail-oriented and organized; multi-tasker
- Familiar with desktop and mobile computing
- Ability to meet deadlines.
- Ability to work on your feet 75-80% of your day.
- Proficiency using hand and power tools
- Ability to work on ladders, lifts and at high elevations
- Capability to lift up to 75 lb. items, as needed.
- Maintains valid drivers license and satisfactory driving record
- High school diploma or GED
- 18 years of age or older

### What Sets Fusion Apart?

Join a team that challenges one another to be better...every day! In an ever-changing industry, our team continuously refines its skills to stay at the top of the A/V game. In addition to defined career paths and opportunity for advancement, Fusion encourages work-life balance and offers the following benefits:

- Training program



- Health Insurance with Health Savings Account option
- Vision Insurance
- Dental Insurance
- Life Insurance
- PTO
- Company Holidays
- Simple IRA plan with company match
- Team Days

**Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*