

7/22/2021

AndyMark, Inc.

Position: Warehouse Technician

Reports to: Director of Operations

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: Assists with general warehouse duties, including picking and packing customer orders, receiving, labeling, and stocking parts, assembling and kitting products.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Performs order fulfillment duties, including picking, packaging, and shipment of orders
- Assists with parts inventory and helps maintain appropriate level of stock parts
- Assists with kitting or assembling duties of parts, as needed
- Load and unload trucks as needed

Required Skills and Abilities:

- Able to follow directions, work independently, and with minimal supervision
- Ability to work with a flexible schedule and demonstrate effective time management

Education and Experience:

- High school diploma or equivalent
- Warehouse experience a plus

Work Environment: This position works in a warehouse setting, with some outdoor exposure during the workday. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as hand trucks, box cutters and tape dispensers.

Physical Demands: 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds with assistance. Specific vision abilities

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required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel: No travel is expected for this position.

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.