



Gilroy and Morgan Hill, CA

Warehouse / Delivery assistant

Compensation - \$15 Hourly - Employment Type -Full-Time -Opportunities for advancement

Warehouse Worker Responsibilities Include:

- Assisting with all warehouse responsibilities in care and handling and processing of furniture
- Receiving, selecting, unpacking, assembly, and preparation of furniture and completing orders for delivery or pickup according to schedule

- Performing and maintaining inventory control procedures and keeping quality standards
- Assist with home deliveries, daily transfers, store display and maintenance as may be needed
- Responsible to be a team player to help keep a positive and supportive working environment.

We are looking for motivated and dependable warehouse workers who take initiative and who work well with others. Warehouse worker responsibilities include teamwork, good communication skills, able to collaborate with others and assist with assembly, furniture delivery preparation and loading, receiving and storing furniture, picking, packing and scanning orders. The goal is to promote a positive and supportive work environment focused on customer satisfaction and doing things right the first time!!

Responsibilities

- Prepare, inspect and assemble furniture for delivery or pickup, or transfer (load, pack, wrap, label, ship)
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and maintain inventory procedures
- Keep a clean and safe working environment and optimize space utilization
- Comply with all policies, regulations and required safety and handling procedures
- Report any discrepancies, accidents, damages, or dishonesty
- Communicate and cooperate with supervisors and coworkers
- Operate and maintain preventively warehouse vehicles and equipment
- Follow quality service standards and comply with procedures, rules and regulations
- Opportunity for Advancement

Requirements

- Ability to safely lift heavy furniture, utilizing hand truck dollies as necessary to handle and move furniture
- Expected to exercise extreme care to safely handle furniture
- Safety a top priority and must follow all safety policies.
- Has good communication skills, able to follow directions
- Able to collaborate with work well with others
- **Valid CA Driver's license / expected**
- **DMV Record Printout / Safe Driving record**
- Dependable and trustworthy, • Willing to learn • Good prior job references