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Part- Time Warehouse Assistant and Assistant to PP-R Fabrication:

Responsibilities:

- Packaging pipe and fitting products.
- Creating shipping labels and commercial invoices.
- Building crates for shipments.
- Work with temporary staffing agencies to help unload containers of pipe and fittings.
- Ensure team is meeting production and operations goals.
- Communicate consistently with Warehouse Manager and senior management and departmental staff.
- Follow and enforce all company protocols.
- Build warehouse projected schedules and timeline standards for completion of warehouse goals.
- Contacting trucking and shipping companies for quotes on shipments for customers.
- Conduct detailed hands-on training to all levels to ensure all inventory best practices, work instructions, and process flows are followed.
- Identify inventory management process gaps and assist in implementing new inventory processes including pre-approved corrective actions to drive compliance.
- Complete other duties, including special projects, as assigned by management and to support the warehouse team.
- Maximize efficiency in a constantly evolving environment where the process is fluid and creative solutions are the norm.

Experience:

- Knowledge in Microsoft Excel and Word | Zoom and other video conferencing software
- Willingness to learn new systems and ensure their success.
- Ability to lift, assemble and quality control inspect various inventory items.
- Able and confident using power tools
- Proficiency in various heavy equipment such as forklift

Work Environment:

- Ability to move and lift 55 pounds or more
- Ability, on a consistent basis, to bend/twist at the waist and knees
- Ability, on a consistent basis, to perform work activities requiring cooperation and instruction
- Ability, on a consistent basis, to function in a fast-paced environment, under substantial pressure
- Ability to work with minimal supervision

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