

# Dana Kepner Company, Inc.

## Job Description



**Job Title:** Warehouse/Driver-Show Low

**FLSA Status:** Nonexempt

### **CERTIFICATES, LICENSES, REGISTRATIONS –**

Arizona Drivers License; Class B CDL a plus. Must have a good driving record.

### **SUMMARY**

Receives, stores, and distributes material, tools, equipment, and products within establishments by performing the following duties. Knowledge of underground construction and the ability to read plans would be very beneficial

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Other duties may be assigned.
- Drives vehicle to transport items to our customers.
- Assisting customers and counter sales
- Receiving shipping, inventory control and driving of forklift.
- Reads customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Fills requisitions, work orders, or requests for materials, tools, or other stock items.
- Marks materials with identifying information.
- Opens bales, crates, and other containers.
- Records amounts of materials or items received or distributed.
- Uses computer to enter records. Maintains inventory records.
- **Pay range would be \$15 +, depending on experience**

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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. Must be able to lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS:** Excellent communication skills are essential

**MATHAMATICAL SKILLS:** Essential

**ATTENDANCE:** Essential **REASONING ABILITY:** Essential

**COMPUTER SKILLS:** Experience with data entry required

**Perspective Candidates apply at:**

**[tbeal@danakepner.com](mailto:tbeal@danakepner.com)**