



### **Company Purpose:**

*To provide a great place to work, resulting in personal AND customer satisfaction that exceeds what can be found elsewhere. We accomplish this by being nice, thoughtful, pragmatic as well as excited by service and technology in our lives.*

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## **Distribution/Facilities Associate – Part Time (15-20 hours/week)**

The Distribution/Facilities Associate is responsible for AMAZING our customers and creating a WOW experience when people contact IT Supplies. This will be done by living out our **Company's Purpose** to our customers, vendors and each other.

### **Job Description**

The Distribution/Facilities Associate receives, stores and distributes products within the warehouse ensuring accuracy, timeliness and safety of all job functions. Most of your time will be spent in the warehouse area with some outdoor exposure during the workday. Occasionally, you will be in the office area completing tasks and doing facilities related functions. There will be times during the day when your ability to multi-task and work quickly will play a key role in your success.

In addition to receiving and shipping orders, here are some other things you may find yourself doing:

- Preparing customer orders by processing pick tickets, pulling materials, packing boxes, placing orders in delivery/shipping area
- Unloading trucks, checking in merchandise, matching packing slips to purchase orders and forwarding to Sales Order Processing
- Move materials and items from receiving or storage areas to other designated areas
- Sorting and placing materials on items, racks, shelves or bins
- Maintaining safe and clean work environment by keeping shelves, pallet area, packing station neat.
- Ensure warehouse is accessible and safe for all associates
- Taking inventory of warehouse stock items
- Daily general upkeep of facilities
- Facilities maintenance duties as needed
- Sweep, dust, mop and organize warehouse work area for orderliness at all times.
- Contribute to team effort by accomplishing related results as needed
- Satisfying our internal customers
- Learning new things, attending training on new products and technologies

### **Description of the work environment**

As we live out the **Company Purpose**, we find ourselves laughing together, helping others, asking questions, constantly learning and developing as individuals. You should have a desire to do the same. You should also be a person who does what you say you are going to do and one who chooses integrity above all else. Finding employees like this has created an environment

that is attractive not only to new candidates, but also to our customers and vendors. If all of this is exciting to you, get your resume' ready!

## **Preferred Skills**

Exceeding our customers' expectations is what we do. If this job is for you, then these skills should describe you:

- Dependable
- Can lift 50 pounds
- Attention to details
- Data entry ability
- Strong mathematical Skills
- Problem solver
- Works well in a team setting, but can get things done independently as well

## **Required Education and/or Experience**

While you do not have to have a college education, we think it helps to have some form of higher education in your background. We have also found having distribution experience is helpful.

In addition to your education and experiences, you should be comfortable using a computer. Most of the job involves using technology, so this should be a skill you are quite good at.

The following list should describe things you do in your current job or your personal life:

- Use email to communicate with customers and friends
- Create, edit and utilize files created with Microsoft Office products (Word, Excel, PowerPoint, etc.)
- Have a LinkedIn profile and use it to connect with people
- Tweet statuses or follow people who tweet on Twitter
- Utilize a Facebook account to network with friends
- Watch videos on YouTube every now and then

## **APPLY NOW**

If this is you, then **WE WANT YOU** to send your resume' to us at [jobs@itsupplies.com](mailto:jobs@itsupplies.com). Please include a short paragraph (250 words or less) about yourself and why you would be a fit.