



## WAREHOUSE ASSOCIATE

Date: June 2017

Classification: Non-exempt/Hourly

Compensation: Negotiable – Hourly Salary

Job Type: Full Time

Reports to: Logistics Supervisor

Mercury Security Products located in Long Beach, California, is a leader in the commercial security industry designing and manufacturing embedded controllers. We are currently seeking a Warehouse Associate, a newly created position, to drive all aspects of warehouse functions.

We offer a competitive and comprehensive compensation package which includes medical, dental, vision, life insurance, Simple IRA, flex spending and PTO to qualifying employees. Mercury is a casual working environment.

### **Position Summary**

The position of Warehouse Associate is responsible for all aspects of warehouse functions including receiving, storing, handling, shipping and preparing of product for customer delivery while maintaining the warehouse in a safe and orderly fashion.

### **Responsibilities**

- Receives material coming into the building by vendors, customers, or other warehouses accurately and promptly
- Verifies the quantity and description of materials received by checking merchandise against the packing list
- Prepares a receiving report if none is available
- Examine incoming shipments, reject damaged items and appropriately report/record any discrepancies
- To accurately place materials on shelves, in racks or other designated storage areas in an orderly manner
- Enter quantity received against the purchase order in the computer system and print back order and inventory stock put away list
- Attaches identifying tag or labels to materials or marks information on cases, bales, or other containers
- Assembles and fills orders to be shipped to customers
- Preparation of shipments (inclusive of documentation, physical packaging, auditing, etc.)
- Review all orders to determine if they were picked correctly
- Ensure warehouse/equipment is maintained on a regular basis
- Safely operate all the necessary equipment in work area
- To accurately identify, stock, and count stock materials and non-stock materials normally stored in warehouse and production areas.
- Works in production environment in times of need as directed by supervisors.

### **Minimum Qualifications**

- High school diploma or GED required
- 2-3 years of warehouse and distribution experience
- Be able to identify product by size, type, style, color or product code



## WAREHOUSE ASSOCIATE

- Solid reading skills – must be able to read orders/match orders on shipping tickets to items picked
- Basic math skills and reasoning skills
- Preferred Certification of power-truck equipment
- Ability to understand and execute instructions
- General understanding of the warehouse and footprint
- Ability to work on complex tasks with minimal guidance
- Good communication skills
- Ability to work out of the Long Beach location
- Good understanding and use of Excel, Access DB, Outlook, Word, and other programs used in support of managing business

### **Compensation**

The position of the Warehouse Associate will be compensated with a base hourly salary commensurate with experience and meeting the above requirements and a benefits package.

### **Travel**

- No travel

### **Characteristics**

- Ability to communicate professionally with employees at all levels of the organization
- Ability to prioritize, organize and plan your workload effectively
- Competence to build and effectively manage interpersonal relationships at all levels

### **Physical Requirements**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to move/lift up to 50 lbs unassisted
- Able to withstand temperatures in a typical warehouse environment
- 80% of time of this position is spent standing, walking, lifting, pulling and pushing
- Position may require climbing of ladders for top-level selection
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus

### **Disclaimer / Policy Statements**

Mercury Security is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce.

### **About Mercury Security Products, LLC**

Mercury Security Products is the global leader in the supply of OEM access control hardware. Built on an open platform, with over 4 million panels sold, Mercury has the largest installed base and greatest accumulated run time of any access hardware provider in the world. Headquartered in Long Beach,



## WAREHOUSE ASSOCIATE

California, Mercury has been providing enhanced access control technology since 1992. More information is available at [www.mercury-security.com](http://www.mercury-security.com).