



JOB DESCRIPTION

Job Title:	Warehouse Worker	Revised:	March 10 th , 2022
Work Location	Eagan, MN	FLSA Status:	Full Time /Exempt
Reports to:	Equipment & Logistics Manager	Direct Reports:	None
Department:	Operations	Travel Required:	10%

Key Benefits of working for Inside Edge:

Values that shape our culture and define who we are

Our employee-owners have played a key role in helping to shape our company values of Integrity, Energy, Collaboration, Innovation, and Service. These values define how we interact day-to-day, and our values are aligned to our growth strategy and have a driving impact in shaping our family-friendly culture while ensuring that we are all accountable to exceeding our customer's needs, while growing share value for every employee-owner and their family.

100% Employee-Owned

Inside Edge has created the opportunity for ownership in the company for all employees through an Employee Stock Ownership Program. Employees enjoy the benefits of a qualified retirement plan whose assets are invested in company stock. Each year, the company will contribute to the ESOP on your behalf, and you will receive a portion of stock which will go into an account in your name. You pay nothing; the stock is entirely funded by the company.

Leading Edge, Evolving Technology

Technology is a key driver in gaining a competitive edge over our competition and in being able to manage hundreds of flooring projects nationwide every week. We offer a dedicated, full-service Information Technology team that is always accessible and responsive. Not only do we differentiate ourselves and gain efficiencies by building our own proprietary systems, we are also continually investing to be on the leading edge of technology and being creative in its application to serving our internal and external customers.

Job Summary/ Objective:

The job requires assisting with daily operations of the warehouse, including working with equipment and materials related to customer accounts, freight, shipping and receiving, returns and transfers. This role is responsible for handling the safe and efficient receipt, storage, and dispatch of warehoused goods. The successful applicant will maintain high levels of accuracy in day-to-day operations, provide impeccable customer service to our internal and external customers.

This role must assure compliance with policies, processes, and be capable of juggling multiple projects and demands simultaneously while working at a responsive, fast pace. This role involves warehouse activities that produce cost-efficiencies that positively impact the bottom line. This role requires problem-solving capabilities and the ability to be highly adaptable and comfortable with change, while acting as a "go-to" resource.

Essential Functions:

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing operational policies and procedures.
- Complies with federal, state, and local warehousing, material handling, and shipping requirements; enforces adherence to requirements; advises management on needed actions.
- Safeguards warehouse operations and contents by establishing and monitoring safety and security procedures and protocols.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains physical condition of warehouse by keeping work areas clean and free of debris; cleaning and assisting in the maintenance of equipment.
- Completes warehouse operational requirements and follows up to communicate work results.
- Maintains professional and technical knowledge by seeking out continuous learning opportunities.
- Contributes to team effort by accomplishing results as needed.
- Performs general maintenance of machinery used in the warehouse.
- Inspects condition of tools and equipment.
- Complies with company rules and regulations.
- Ensures a high degree of detail management and focus on every shipment being returned and received.
- Communicates with drivers to ensure efficient delivery of products.
- Assists with customer service requests promptly and resolves issues quickly, acts as liaison.
- Ensures that quality objectives and delivery deadlines are met.
- Ensures compliance with health and safety legislation.

Responsibilities:

- Works cohesively in a collaborative team environment.
- Has an acute awareness and diligence for cost-effectiveness, quality, and customer satisfaction on all projects.
- Builds relationships with internal and external customers, as well as installation partners.
- Has a keen eye for detail and a respect for internal protocol; follows procedures with accuracy.
- Takes ownership of problems and see them through to completion, keeping stakeholder parties involved and informed at all stages, as necessary.

Competencies:

- Problem-solving
- Oral and Written Communication
- Interpersonal Skills
- Computer Literacy and Keyboard Skills
- Organization and Planning
- Time Management
- Attention to Detail

Work Conditions:

- This role requires being able to operate warehouse equipment/forklift effectively and safely.
- Comfortable using office technology throughout the day.
- Some heavy lifting, carrying, or reaching involved.



Qualifications:

- Bachelor's Degree or High School diploma with equivalent work experience.
- Minimum 2 years of warehouse and logistics management.
- Ability to safely operate a forklift and wear a respirator.

Demonstrated through:

- Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work safely, timely, accurately, in a thorough manner and is conscientious about assignments.
- Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the Company.
- Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Author:	Mark Yepsen	Title:	Equipment & Logistics Manager
Approved By:	Marquita Wagner	Title:	Human Resource Generalist

This is an accurate description of the essential functions of my position.

Signature: _____ Date: _____