



Warehouse Worker – PDS, Elk River

About Us!

Inside Edge is a rapidly growing, employee owned, team-oriented company with an entrepreneurial spirit. We work to support our company's growth initiatives while supporting and servicing our customers, internally and externally, through our core company values. Our "Owner's Mentality" attracts top talent and inspires our employees to take pride and responsibility in the work that they do. We've been named a Top Workplace in Minnesota six times and aim to create a place employee-owners are proud to be a part of.

About the Team

We're enthusiastic, compassionate, bright, collaborative, fast-paced, and engaged. We bring our authentic selves to work and receive the support needed to grow. We strive to live the core company values – Integrity, Energy, Collaboration, Innovation, and Service.

About the Job:

The Warehouse Worker performs daily operation of the warehouse which includes working with equipment and materials related to customer accounts. This role is responsible for handling the safe and efficient receipt, returns and transfers, storage, and dispatch of warehouse goods. This position is responsible for maintaining inventory and warehouse organization.

Essential Functions:

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing operational policies and procedures.
- Prepping inventory for shipments to customers.
- Loading and unloading delivery vehicles.
- Accepting delivery of inventory.
- Marking and labeling stock.
- Storing inventory in accessible manner.
- Loading and wrapping stock on pallets.
- Building loads with forklift and pallet jack.
- Controls inventory levels by conducting physical counts; and reconciling with data storage system.
- Identifies any missing, lost, or damaged shipments, and files claims with the carrier.
- Maintains physical condition of warehouse by keeping work areas clean and free of debris; cleaning and assisting in the maintenance and prepping of equipment.
- Safeguard warehouse operations and contents by establishing and monitoring safety and security procedures and protocols.
- Ensures a high degree of detail management and focus on every shipment being returned and received.
- Ensures that quality objectives and delivery deadlines are met, communicating with drivers as needed to ensure efficient delivery of products.
- Completes warehouse operational requirements and follows up to communicate work results.
- Performs general maintenance of machinery used in the warehouse.
- Inspect the condition of tools and equipment.
- Deliver/pickup equipment and materials as needed.
- Assist with minor building maintenance if necessary.

**Job Requirements:**

- High School diploma with equivalent work experience.
- Minimum 2 years of warehouse and logistics management experience.
- Proficiency in inventory software, databases, and systems.
- Able to operate warehouse equipment/forklift effectively and safely.
- Ability to obtain Forklift Certification upon hire.

About You:

- Problem-solving skills
- Oral and written communication skills
- Interpersonal skills
- Organization and planning skills
- Time management skills
- Attentive to detail and accuracy
- Professional, adaptable, collaborative
- Customer service orientation
- Self-motivated and initiative

Physical Requirements:

- This role requires being able to operate warehouse equipment/forklift effectively and safely.
- Must be able to stand for prolonged periods of time while loading and unloading supplies.
- Must be able to sit at a desk time while working on a computer.
- The ability to hear and read while communicating both verbally and in writing.
- The ability to perform repeated movements of fingers, hands, wrists, hips, knees, and arms.
- Must be able to lift up to 50 pounds at times, carrying and reaching are involved.

Benefits & Perks – Together We Own It!

- Employee Stock Ownership Plan (ESOP)
- 401k matching
- Bonus pay
- Paid time off
- Flexible schedule
- Health insurance
- Health savings account
- Vision insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Employee assistance program
- Professional development assistance

Inside Edge Commercial Interior Services, LLC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.