



# Open Position: General Warehouse and Inventory

## Position Description:

As a General Warehouse and Inventory Associate, you will be responsible for the efficient handling, storage, and tracking of equipment within the warehouse. Your primary duties include receiving, storing, organizing, and picking equipment for sales orders ensuring accuracy and completeness of items, as well as maintaining accurate inventory records. The role requires attention to detail and the ability to work effectively in a team-oriented setting.

## Major Areas of Responsibilities:

### INVENTORY

- Properly inventory and receive items into stock
- Review incoming/outgoing products for damage
- Conduct inventory counts
- Identify, inspect and pull items from stock to fulfill Sales Orders, taking note of any damage or oddities to bring to management
- Physically and systematically move aged inventory and/or damaged items to scrap

## Primary Objectives:

- Meet cost, productivity, accuracy and timeliness targets
- Contribute to the team to allow us to comply with laws, regulations, safety and ISO standards
- Reduce down time, keep warehouse clean and organized
- Cross train in other areas of operation
- Understand NetSuite and the necessary processes for this role
- Safely load and unload products for trucks or containers
- Perform basic forklift operations
- Effective communication

## Required Knowledge, Skills, and Abilities:

### Educational Experience:

- High school diploma or equivalent preferred
- Excellent communication and teamwork abilities
- Ability to operate forklifts, pallet jacks, and other warehouse equipment safely and efficiently (certification can be given at RocNet).
- NetSuite Experience a plus
- Microsoft Office/Excel experience a plus
- Quality Control

### Physical Demands:

- Ability to lift 75 pounds or more

### Work Environment:

The warehouse is a large, open space with high ceilings and multiple storage areas, aisles, and shelves. The layout is optimized for efficient movement of goods, with designated receiving, storage, and shipping areas. Lighting is adequate for safety and visibility. The warehouse environment may be dusty or prone to debris, requiring regular cleaning and maintenance to ensure safety and cleanliness. The noise level is minimal to moderate. Safety is a top priority in the warehouse environment, with strict adherence to Occupational Safety and Health Administration (OSHA) guidelines and company policies. Employees receive training on proper equipment operation, hazard awareness, and emergency procedures. Supervisors and managers provide guidance, support, and feedback to help employees succeed in their roles.

**Benefits:**

- Competitive wages based on experience
- Opportunities for advancement and professional development within the organization
- Safe and supportive work environment committed to employee well-being and success
- Health Insurance, Dental and Vision plans, retirement plans, and other benefits available

**Compensation:**

\$17-19/hr

**To Apply:**

Send resume to Cody Bernardi at [cbernardi@rocnetsupply.com](mailto:cbernardi@rocnetsupply.com)

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