



Warehouse Employee

Date: April 14, 2021

Company: Mechanix Wear LLC.

About Mechanix Wear:

In 1991 The Original® Glove was born. The brainchild of a legendary race mechanic that sparked a revolution for working hands. Championed by mechanics and pit crews at the 1991 Daytona 500, The Original® is the glove that started it all. Over 30 years later, Mechanix Wear's deep roots in motorsports have grown into industries where skilled hands go to work every day. Everyday mechanics, construction workers, trade professionals, military and law enforcement all agree: Mechanix Wear is **THE TOOL THAT FITS LIKE A GLOVE!**®

Job Summary:

This position requires participation in our warehouse operations and activities. Position will store materials, pick, pack, and scan orders while increasing efficiency, profitability and customer satisfaction.

Key Responsibilities:

- Getting orders shipped out of our warehouse accurately, according to customer expectation or Value-Added Service request, and within the expected timeframe.
- Prepare and complete orders for delivery or pickup according to schedule (pack, wrap, label, invoice, load, and ship).
- Follow guidance that supervisors put forth.
- Be willing and able to unload containers.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, regulations, and optimize space utilization.
- Communicate and cooperate with supervisors and coworkers.
- Report any discrepancies.
- Being a reliable and responsible employee.
- Must be able to fill in any department in the warehouse when needed.
- Follow warehouse standards by complying with procedures, rules, regulations, and organization standards.
- Perform inventory controls and keep quality standards high for audits.

Knowledge, Skills, and Abilities:

- Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best-fit situation; able to deal with frequent change, delays, or unexpected events.
- Motivation/Confidence – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others views; gives welcome feedback; contributes to building a positive team spirit.
- Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; ability to execute workload in given time frame (ship dates).
- Basic computer knowledge/skills.

Communication Skills:

- Verbal/Nonverbal – Convey easily and quickly any message; speaks clearly and persuasively in positive or negative situations; listens attentively and seeks clarification; responds well to questions; maintains professional nonverbal communication analogous to situation.
- Ability to speak/understand English

Physical Requirements:

- Must be able to lift 55lbs
- Be able to work in a fast-paced environment when required

This is an hourly position with a full-time work schedule:

- Start time to be determined by direct supervisor
- 40 hours weekly
- 8 hours daily
- Additional may be required

Mechanix Wear, Inc. is an Equal Employment Opportunity/Affirmative Action Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.