

JOB POSTING

Warehouse Worker - Companywide Operations

DEPARTMENT

Companywide Operations

REPORTS TO

Warehouse Manager

OVERALL RESPONSIBILITY

The Warehouse Worker supports the safe, accurate, and efficient movement of equipment, products, and materials through the company's warehouse. This entry-level position is responsible for picking and scanning inventory, preparing orders, loading and unloading vehicles, verifying shipping documentation, and maintaining an organized work environment. Applicants should have a basic understanding of audiovisual terminology, equipment, and commonly used AV brands.

WORK SCHEDULE AND EXPECTATIONS:

- 40-44 hours per week (varies depending on the week).
- Regular attendance, punctuality, and reliable transportation are required.

PRIMARY RESPONSIBILITIES:

ORDER PICKING AND FULFILLMENT

- Review pick lists, work orders, and shipping instructions.
- Locate and retrieve the correct products or equipment from designated warehouse locations.
- Confirm item numbers, descriptions, quantities, and condition before staging an order.
- Pick orders accurately and efficiently while meeting established deadlines.
- Report missing, damaged, or incorrectly located inventory to the Warehouse Manager.

INVENTORY SCANNING AND VERIFICATION

- Use handheld scanners, barcode systems, or other inventory tools to record the movement of goods.
- Scan items when they are picked, returned, transferred, loaded, or received.
- Ensure inventory transactions are entered accurately and promptly in the Inventory Management System.
- Assist with cycle counts, physical inventory counts, and inventory reconciliation.
- Notify a supervisor when physical inventory does not match system records.

SHIPPING, RECEIVING, AND DOCUMENTATION

- Assist with receiving incoming shipments and verifying deliveries against purchase orders or receiving documents.
- Inspect incoming and outgoing items for visible damage, missing parts, or incorrect quantities.
- Confirm that physical item counts match shipping manifests, bills of lading, transfer documents, or work orders.

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- Clearly label, package, and organize items for delivery, storage, or return.
- Complete required paperwork accurately and submit it to the appropriate person.

LOADING AND UNLOADING

- Manually load and unload products, equipment, cases, and materials.
- Use approved mechanical equipment when trained and authorized to do so.
- Arrange loads to support safe weight distribution and efficient unloading.
- Use straps, bars, padding, and other securing materials to prevent movement or damage during transit.
- Follow safe lifting practices and request assistance when an item cannot be safely handled by one person.
- Perform a final check to confirm that all required items have been loaded before a vehicle departs.

ORDER STAGING

- Organize picked orders in designated staging or shipping lanes.
- Keep orders separated, clearly identified, and ready for loading.
- Arrange items in a logical loading sequence based on delivery routes or unloading requirements.
- Protect staged equipment from loss, damage, weather, and unauthorized use.

SHOW AND EVENT PREPARATION

- Assist with preparing equipment and materials for upcoming shows, events, or field assignments.
- Review show documentation and help confirm that all required items have been selected.
- Clean, test, label, pack, and organize equipment before deployment.
- Support basic show builds and pre-event quality-control checks.
- Communicate shortages, damage, or preparation issues before the scheduled departure time.

WAREHOUSE ORGANIZATION AND MAINTENANCE

- Maintain clean, organized, and hazard-free work areas.
- Remove debris, packaging materials, shrink wrap, and empty pallets from aisles and work zones.
- Return tools, equipment, and inventory to their assigned locations.
- Keep aisles, emergency exits, fire equipment, and loading areas unobstructed.
- Assist with general cleaning, warehouse organization, and basic equipment care.
- Promptly report spills, damaged racking, unsafe conditions, and equipment defects.

GENERAL RESPONSIBILITIES

- Represent the company professionally and respectfully at all times.
- Follow company policies, operating procedures, and health and safety requirements.

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- Arrive on time and prepared for each scheduled shift or assignment.
- Communicate delays, absences, injuries, damage, and operational concerns promptly.
- Work cooperatively with warehouse, office, transportation, and field teams.
- Take direction from supervisors and ask questions when instructions are unclear.
- Protect confidential company, employee, and client information.
- Take reasonable care of company vehicles, tools, equipment, and inventory.
- Participate in training, safety meetings, and performance discussions.
- Identify opportunities to improve accuracy, safety, organization, and operational efficiency.
- Perform other related duties as assigned based on business needs.

QUALIFICATIONS:

REQUIRED

- No previous warehouse experience is required; training will be provided.
- Ability to understand and follow verbal and written instructions.
- Basic reading, writing, counting, and computer skills.
- Strong attention to detail and commitment to order accuracy.
- Dependable attendance and punctuality.
- Ability to work independently and as part of a team.
- Willingness to work flexible hours and at different work locations.
- Ability to use a handheld scanner or willingness to learn.
- Commitment to following safety procedures.

PREFERRED

- Previous experience in a warehouse, shipping and receiving, delivery, events, construction, or another physical work environment.
- Familiarity with inventory-management or barcode-scanning systems.
- Experience using pallet jacks, carts, dollies, or similar material-handling equipment.
- A valid driver's licence and acceptable driving record, if driving company vehicles is required.
- First aid, forklift, working-at-heights, or other relevant safety certification.

PHYSICAL REQUIREMENTS:

The employee must be able to perform the essential duties of the position safely, with reasonable accommodation where required. Duties may include:

- Standing and walking for extended periods.
- Regularly bending, reaching, crouching, pushing, pulling, and climbing.

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- Repeatedly lifting and carrying products, cases, and equipment.
- Safely lifting up to the weight limit established by company policy.
- Working around moving vehicles and material-handling equipment.
- Working indoors and outdoors in varying temperatures and weather conditions.
- Working in environments that may be noisy, dusty, or busy.
- Wearing required personal protective equipment.

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow all occupational health and safety requirements and company procedures.
- Use required personal protective equipment, including safety footwear and high-visibility clothing where applicable.
- Inspect tools and equipment before use.
- Operate equipment only after receiving the required training and authorization.
- Report workplace hazards, injuries, near misses, and damaged equipment immediately.
- Never perform work that appears unsafe without first consulting a supervisor.
- Use safe lifting techniques and team lifting or mechanical assistance when necessary.

PERFORMANCE EXPECTATIONS:

Performance will be assessed based on:

- Order-picking and inventory accuracy.
- Safe working practices.
- Productivity and ability to meet deadlines.
- Attendance, punctuality, and reliability.
- Quality and completeness of documentation.
- Care taken when handling inventory and equipment.
- Communication, teamwork, and professionalism.
- Cleanliness and organization of work areas.
- Willingness to learn and accept feedback.

COMPENSATION

- Hourly wage of \$18-22 depending on experience.

To apply, please submit your resume and any supporting documents to resumes@soundboxpro.com.