

Warehouse Associate

Description:

EquipNet helps the largest manufacturers in the world to buy, sell, and manage their surplus capital equipment. The company works in multiple industries including consumer packaged goods, pharmaceutical, biotech, chemical, and electronics.

Reporting to the Warehouse Manager, the Warehouse Associate will be responsible for the efficient handling, organizing, and distribution of products within our warehouse. This position plays a crucial role in maintaining a well-organized and smoothly functioning warehouse environment.

Responsibilities:

- Receive incoming shipments, verify the accuracy of items received, and inspect them for damages.
- Ensure accurate and real-time recording of inventory levels.
- Pack orders securely, ensuring items are correctly labeled and ready for shipment.
- Prepare shipments for outgoing orders, including proper documentation and labeling.
- Maintain high standards of product quality and report any issues to the supervisor.
- Keep the warehouse clean, organized, and ensure a safe working environment.
- Safely operate and maintain warehouse equipment such as forklifts, pallet jacks, and hand trucks.
- Report any equipment malfunctions or issues promptly.
- Work closely with team members and communicate effectively to ensure smooth workflow.

Requirements:

- High School diploma or equivalent.
- Ability to lift and move up to 50lbs.
- Attention to detail and accuracy.
- Familiarity with inventory management systems, data entry, and email.
- Forklift driving experience a must.

Compensation and Benefits:

- Salary commensurate to experience.
- Health, Dental, Life & Disability, FSA, HRA, 401k, etc.

Type: Full Time

Location: San Jose, CA

Contact:

Email Resume to: [Human Resources-Maria Eattimo](#)