

Warehouse Receiver

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 Receiver will be responsible for the efficient receiving, 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:

- Perform various basic warehouse functions, including loading/unloading trucks, order picking and packing, equipment receiving, and participating in quarterly inventory processes.
- Inspect and verify the contents of each shipment to ensure accuracy.
- Generate and maintain accurate records of received shipments.
- Complete necessary paperwork, such as receiving forms and invoices.
- Photograph equipment and creating listings to be uploaded to the company website for sale.
- Enter equipment specifications into our database in a manner that enhances the product for our marketplace.
- Follow established quality control procedures to maintain product standards.
- Operate forklifts, pallet jacks, and other equipment as needed for loading and unloading.
- Undertaking additional duties as assigned by management.

Requirements:

- High School diploma or equivalent.
- Safely lift up to 50 lbs.
- Accurately identify and process non-manufacturer boxed laboratory and pharmaceutical equipment.
- Exhibiting proficiency in system operations (e-mail, Internet, etc.) and conducting efficient data entry tasks.
- Demonstrating extensive product knowledge for the identification and processing of laboratory and pharmaceutical equipment.
- Possess effective communication skills.
- Have experience in interacting with both external and internal customers.
- Forklift experience is a must.

Compensation and Benefits:

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

Type: Full Time

Location: Canton, MA

Contact:

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