



Operations (Warehouse/Yard) Associate

Recruiting for Tampa, FL. Division

Benefits Offered: 401K, ESOP, Life, Dental, Medical, Vision

Report to: Operations Manager/Assistant Operations Manager

Schedule: M-F (weekends off)

Shift: Days (10am-task complete), Nights (7pm-task complete)

Job Description:

The primary responsibility of this position is to perform all duties associated with shipping, receiving, stocking, and general cleaning within a warehouse and lumber yard. The right candidate should be able to work as part of an Operations team and reports to the Operations Manager. Willing to help others when the workload demands, treating teammates with respect, effectively communicating with team, safety conscious, and able to effectively manage their time to their assigned tasks.

Additional responsibilities include, but are not limited, to the following:

Warehouse and Yard Operations

- Unload/Load common carrier trucks and place materials in the proper section of the warehouse or yard.
- Take tallies of material received and review against shipping manifest/purchase order for accuracy. Report any damage or variances to Operations Manager.
- Operating power tools and cutting equipment will be required as needed.
- Accurately construct job orders per pick ticket specifications and report any problems such as; shortages, overages, and/or damaged material, etc. and make changes as directed.
- Fill orders for will-call customers.
- Make notations on work orders and/or shipping tickets of any order problems.
- Band, wrap or package material for shipping.

- Taking measures to ensure product is ready for sale (i.e. covering items exposed to the elements and/or conditions that may damage product).
- Position orders in staging area according to route/stop.
- Operating a forklift will be required in completing many of the tasks above

Miscellaneous

- Perform routine maintenance work such as cleaning the warehouse /yard, equipment PMs, and additional task as directed.
- Inspect forklift prior to daily operation to avoid equipment problems and malfunctions in accordance with OSHA regulations.
- Complete daily OSHA recordkeeping requirements (e.g. daily forklift inspection)
- Back-up others in the warehouse/yard as needed.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Associates degree or equivalent (preferred).
- Proven track record of work safely as a member of a team.
- Detail and results oriented.
- Excellent interpersonal and communication skills.
- Ability to be self-driven/self-motivated.
- Ability to analyze and problem solve.
- 3-5 years warehouse or yard experience required with some experience in a distribution center preferred.

About Weekes:

Weekes Forest Products was founded in 1978 and has grown to be the leading distributor of specialty building materials, Engineered Wood Components and Industrial materials. Each of these product groups are supported by our team of experienced specialists, who are considered the best in the industry.

Our sales, support staff and material handlers are the ultimate, value-added feature we offer Weekes customers. Their professionalism, experience and absolute commitment to getting the job done right the first time make them our most valuable resource. If you are up for the challenge and interested in joining a family-oriented organization with an entrepreneurial culture and strong track record of success, contact us today!

**Please send letter of interest (cover letter) and resume to:
marketing@weekesforest.com**

We invite you to explore and learn more about Weekes Forest Products and the services we provide at www.weekesforest.com.