

### **JS Woodhouse – Parts Lead**

We are looking to add to our warehouse team – with detail oriented professionals who can't help but be thorough, whether it be receiving parts, picking orders, processing returns, boxing and shipping orders or organizing and performing general warehouse duties. This person will report directly to the warehouse supervisor.

We are looking for team members who act independently with minimal oversight. Always ready to lend a hand where needed and excited for the challenge of doing something different every day yet humble enough to help with even the most basic tasks. You are an energetic and positive go getter, and look for ways to improve our warehouse, and find a way to implement your improvements. Whether it be customers or co-workers, you are easy to work with, and when faced with a decision, show a bias towards action.

#### **Responsibilities are varied and may include (but are not limited to):**

- Pick, assemble and fills orders to be shipped to customers.
- Process customer returns.
- Route customer orders to the most appropriate area for picking.
- Review, pack and prepare customer orders and shipping documentation for shipment.
- Properly packing parts or materials to withstand the handling of various transportation channels, to ensure packages arrive at the desired location undamaged.
- Receive and verify parts coming into the building from vendors, customers, or other warehouses accurately and promptly. Reject damaged items and appropriately report/record any discrepancies.
- Accurately place materials on shelves, in racks or other designated storage areas in an orderly manner.
- Enters quantity received against the purchase orders in the computer system and print back order and inventory stock put away list.
- Accurately identify and count stock materials as listed on the cycle count list.

#### **Your requirements:**

- Be able to identify product by size, type, style, color or product code.
- Ordering experience with shipping materials
- Ability to expedite orders optimizing shipping lanes to maintain flow.
- Able to multi-task & prioritize shipments in a fast pace environment
- Solid reading skills – must be able to read orders/match orders on shipping tickets to items picked.
- Basic math skills and reasoning skills
- Basic computer knowledge.
- Ability to lift and carry package up to 35 pounds.
- Ability to work standing for a full shift.
- Willing to work overtime when required
- Ability to understand and execute instructions.
- General understanding of the warehouse procedures.
- Operate inventory control equipment, i.e., bar-coding equipment, handheld devices.
- Establish and maintain cooperative and effective working relationships with others.

Founded in 1843, J.S. Woodhouse has a long and stable history. In January 2021, J.S. Woodhouse joined the Hayward Distributing team. Based in Columbus, Ohio, Hayward is a growing company with a proven track record of success. J.S. Woodhouse distributes agricultural, forestry and construction equipment to dealerships throughout the Northeastern U.S., including brands such as **Encore, Worksaver, Westfield, Meyer, and Sitrex**. Hayward distributes brands such as **Honda, Bobcat, Mantis** and **EGO**.

**About us:**

- We are a multi-state wholesale distributor of top lawn & garden, shortline ag, and engine brands. From our location in Columbus and six other branch locations, we support a network of local dealerships throughout the Midwest and Northeast.
- We have built a strong reputation in the industry by treating employees and customers fairly. As a 100 person company, we provide support for our team while maintaining flexibility in the everyday work environment.
- We offer a competitive compensation and benefits package including – Medical, Dental and Vision Insurance, PTO, 401K plus match, free LTD and Life Insurance, paid holidays, 2 profit sharing bonuses per year and MORE.
- For more information about our company, visit [www.haydist.com](http://www.haydist.com) and [www.jswoodhouse.com](http://www.jswoodhouse.com) today!