

J.S. Woodhouse

We are looking for a Warehouse Associate to join our team! You are detail-oriented, have worked in a warehouse setting and are thorough in all aspects of a warehouse position. You are experienced with loading trucks and trailers, shipping or receiving parts, managing inventory, operating and performing general warehouse duties. You thrive in an environment where you act independently with minimal oversight and are always ready to lend a hand where needed. Whether it be customers or co-workers, you are easy to work with, and when faced with a decision, you are ready to act.

About Us:

Founded in 1843, J.S. Woodhouse has a long history of distributing equipment through agricultural tractor and equipment dealers, as well as through lawn and garden tractor dealers. J.S. Woodhouse currently serves equipment dealers in 13 states throughout the Northeast with warehouse locations in PA, NY, ME and our main headquarters is here in West Springfield, MA. We offer a wide range of Agricultural, Forestry, Light Industrial, Skid Steer Attachments, Turf, and Lawn and Garden equipment.

Responsibilities:

- Receive and check in incoming parcel and truck shipments, verifying quantities, accuracy, and condition against packing lists or purchase orders
- Report and document any shortages, overages, or damaged items
- Correctly place materials on shelves, in racks or other designated storage areas in an orderly manner
- Accurately pick, pack, and label outgoing parcel and truck shipments using proper packaging and documentation procedures
- Prepare shipping labels and paperwork through carrier systems (e.g., UPS, FedEx, USPS), ensuring correct service level and address accuracy
- Operate a forklift or pallet jack to move, load, or organize pallets and larger shipments as needed
- Organize and maintain stock locations for small parts and accessories to ensure efficient picking and restocking
- Review and double-check all picked orders before shipment to confirm correctness and completeness
- Maintain a clean, organized, and safe packing and receiving area
- Cross-train in basic assembly or light warehouse tasks as needed
- Perform other duties as assigned to support overall warehouse and logistics operations

Required Skills:

- Knowledge of warehousing, storage, inventory, shipping and receiving
- Forklift experience
- Must be accurate and able to read orders/match orders on shipping tickets to items picked
- Basic knowledge of inventory management computer systems

- Basic math and reasoning skills
- Comfortable working in a small team environment where priorities shift frequently, supporting multiple areas of the operation, taking initiative to assist others, and staying organized while managing multiple tasks
- Strong customer service skills with a professional and helpful attitude
- Ability to work independently with a sense of urgency and solid self-management skills.
- Dependable, punctual, and able to maintain consistent attendance and reliability
- Heavy lifting - Ability to lift 70lbs+

Preferred Skills:

- Previous experience with UPS and LTL shipments
- Knowledge of farming equipment and parts a PLUS

Drug Free Workplace

We are an Equal Opportunity Employer

Our benefits show we care about our employees which include: health insurance - Medical, Dental, Vision - 30 days after hire, annual profit sharing bonus, immediately vested 401(k) matches, 14 days PTO initially with increases with tenure and PAID holidays