

Warehouse Associate

Full Time – Monday – Friday, 8am-4:30pm

Location: West Springfield, MA

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:

- Load and unload trucks, using special loading-related equipment or other equipment as necessary
- Safely strap odd-shaped materials to a flatbed trailer by DOT standards.
- Operate a forklift
- Examine incoming shipments, 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
- Preparation of all shipping information
- Review all orders to determine if they were picked correctly
- Inspect loads to ensure the cargo is secure
- Obtain receipts or signatures for delivered goods and collect payment for services when required.
- Ability to assemble parts for agricultural equipment
- Operate a heavy duty truck & 30' trailer – *if necessary*
- Check trucks to ensure mechanical, safety and emergency equipment is in good working order – *if necessary*
- Maintain DOT Driver Log and pass DOT physical – *if necessary*
- All other duties as assigned

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
- Experience with inventory equipment, i.e. barcoding equipment, handheld devices
- Outstanding customer service skills
- Ability to work independently and with a sense of urgency
- Solid self-management skills and takes initiative
- Heavy lifting - Ability to lift 70lbs+

Preferred Skills:

- Previous experience with UPS and LTL shipments
- Knowledge of farming equipment and parts a PLUS
- Experience driving a heavy duty truck and 30' trailer
- Knowledge of DOT Regulations and Standards
- Clean driving record and ability to pass DOT physical

Drug Free Workplace

We are an Equal Opportunity Employer

Our benefits show we care about our employees and include health insurance, annual profit sharing bonus, immediately vested 401(k) matches, 14 days PTO initially with increases with tenure, holidays, and highly competitive compensation packages