



Mike's Flooring Companies

2019

Title: Warehouse Associate

Location: Chantilly, VA

Full-Time and Part-Time Positions Available

Role Description

Perform daily warehouse duties to help with the proper handling of all materials received and shipped. Assist in loading and off-loading for suppliers, subcontractors and customers. Responsible for receiving, shipping, organization and equipment upkeep. Some administrative duties required. Candidate must be computer literate and capable of learning system processes quickly.

Responsibilities

Operations:

- Cut carpet as needed, wrap and carry/stage materials for pick up
- Loading and unloading of goods and supplies and ensuring proper handling
- Ensure cleanliness and proper stocking of inventory in the work area
- Maintain quality in the warehouse and keeping track of damaged inventory and reporting the same to supervising authorities
- Ensure safety in the warehouse, including personnel and property
- Ensure proper packing, labeling and tagging of inventory in the warehouse
- Prepare and stage materials in advance, ensuring that all materials on material list are sent and signed for
- Receive and tag all materials, including both vendor deliveries and installer job returns, check accuracy, and store materials in appropriate locations
- Ensure maximum productivity by initiating and performing miscellaneous tasks and projects in the warehouse to keep order and cleanliness.
- Process work orders, receiving, supply tickets, etc. as needed



Qualifications

- Experience: High school degree, diploma or a GED equivalent certificate
- Minimum 1 year of warehouse experience
- Must have knowledge of using and operating warehouse machinery and equipment
- Forklift certification preferred
- Must possess time management skills and be able to meet targets
- Must be able to communicate well with management and fellow employees
- Must have an unwavering commitment to customer satisfaction and a winning attitude to support company growth goals
- Ability to work independently and be self-motivated in a fast paced environment
- Must pass background check
- Must have valid Driver's License
- Heavy lifting required at times
- Must be able to walk, climb, bend, kneel, lift, grip, grasp, pull and push various tools and equipment

MFC offers a generous benefits package including (Full time only):

- 401(k) plan with company match
- Health, Dental and Vision Insurance
- Life Insurance and Short Term Disability coverage paid 100% for employee
- Flexible Spending Accounts
- Paid Vacation, Paid Sick and Holidays

*** RESUME REQUIRED TO APPLY ***

Send to: rbeahm@mikesfloorco.com