

# Automatic

## LEASING SERVICE

<b>Title:</b>	<b>Warehouse Assistant</b>		
<b>Division:</b>	<b>HQ - Headquarters</b>	<b>Region/State:</b>	<b>VA-Richmond</b>
<b>Reports to:</b>	<b>Director, Warehouse Operations</b>	<b>Classification:</b>	<b>Non-Exempt</b>

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### Job Summary

The Warehouse Assistant is responsible for ensuring machines, parts, and supplies are received, cleaned, tested, and ready for delivery, installation, and/or repair. In addition, the Warehouse Assistant receives machines, parts, and supplies from customers and/or vendors. He/she moves inventory to the appropriate location (repair, test, recycle, etc.). The Warehouse Assistant is accountable for a clean, well-organized, and efficiently-stocked warehouse for his/her Region. This position requires an eye for detail and a proactive approach to ensure inventory is available as needed while managing cost and reducing excess inventory. The person in this role must be comfortable working on his/her feet, be willing to lift, load, and move heavy washers/dryers and demonstrate a positive customer and team-focused attitude.

### Responsibilities

- Receive inventory following Company procedures and policies including machines, parts, supplies, etc.; Scan and verify via packing slips and orders of all delivered items; inform appropriate Manager of discrepancies
- Remove inventory from trucks or shipping area; Deliver and/or store inventory in proper location
- Sort, organize, log information into system(s) in an accurate and timely manner
- Update logs and documentation for inventory processing daily
- Unbox new machines, parts, or supplies. Setup machines with appropriate hoses, cords, etc.; discard/recycle boxes, etc. as required
- Prepare, clean, and test machines daily according to Company processes and standards; focused on quality and efficiency
- Ensure warehouse is clean, neat, free of debris throughout the workday. Immediately remove safety hazards from lanes, etc. (Organize materials, pick-up trash, sweep, dust, mop, etc.)
- Prepare documentation and inventory for audits, run inventory reports (weekly, monthly, etc. as needed); Plan and/or support quarterly inventory audits/counts for machines, parts, and supplies
- Perform daily inspection of quick-moving parts, machines, or supplies and ensure readiness for daily operations; Regularly assess overall inventory levels and proactively inform Manager of low or overstock issues
- Report damaged or missing inventory to Manager
- Actively identify and recommend ways to improve efficiency, safety, customer experience, and/or Company processes/culture
- Help Drivers/Installers load trucks or help with small repairs, as needed
- Receive machines, tag for testing, repair, or recycle as needed
- Provide backup support to Drivers/Installers or Installation team as needed
- Move materials from facilities to workstations, pick-up locations, or other Company locations
- Stay up-to-date on all Safety guidelines through training and knowledge of Company procedures
- Follow all safety guidelines, identify, and report all safety issues to Manager immediately
- Work as an active team member to complete team goals, collaborate with and support warehouse needs across multiple locations
- Actively support Company Strategic Initiatives; adapt to new processes/procedures, and support changes in a positive way

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### Qualifications and Skills

- High school degree or equivalent
- Valid driver's license
- Pass drug test/background check
- Physically able to stand, sit, move, squat, walk, and climb during a full shift
- Physically able to lift up-to 70 pounds or more
- Highly organized and able to store items efficiently and accurately
- Excellent verbal and written communication skills; professional demeanor
- Resourceful – Able to work independently; actively seeks solutions to overcome obstacles and issues
- Proactive – Demonstrates a strong work ethic and high energy-level; takes initiative to support others, improve operations; and solve problems
- Reliable - Pays attention to detail; follows through on all paperwork and assignments; timely and accurate; consistently follows Company processes and procedures
- Customer-focused attitude and approach to work; aims to satisfy customers, vendors, and teammates
- Flexible and team-oriented – friendly toward others; willing to go the extra mile to support the team and the customer
- Must follow all health and safety procedure and regulations as directed by the organization, state, and federal laws
- Computer literate - Able to accurately upload data into company system; familiarity with inventory software systems preferred