



## **Warehouse Associate**

**Real Time Products** is looking to hire experienced warehouse personnel, all positions. This position requires that you work quickly while maintaining quality and accuracy.

We are first and foremost a sales organization. We have been in business since 2001 and are operated by a team that has served the souvenir industry since 1985. Our organization is a close-knit group committed to excellence. Our commitment starts with our sales staff and permeates through our order entry, packing, and shipping processes. We are dedicated to great care and client service. This means that each employee shares a responsibility and role in the sales process to ensure the highest level of service is always provided to our customers.

Below you will find a list of key areas of responsibility. While these are the primary duties of the job description, in accordance with our mission as a sales organization all Real Time Products employees work outside traditional roles to assist in the goal of satisfying our customers' needs while promoting the profitable growth of the organization.

### **Key Areas of Responsibility:**

- Follow company policies, guidelines, and procedures.
- Accurately pick, sort, and pack items to fulfill orders quickly, accurately, and efficiently.
- Maintain established shipping and receiving protocol.
- Safe operation and usage of warehouse equipment including floor jacks, hand trucks, and forklifts (if certified).
- Cycle counts and functions involving inventory management including year-end inventory counts.
- General maintenance of the building including cleaning, sweeping, disposal of trash, and other related tasks.
- Labeling of products
- Use computers for tasks related to warehouse activity.
- Unload containers, sort, receive, label, and palletize for shipping.

### **Physical Attributes of Job:**

- Carry, lift, push, and pull up to 50 pounds.
- Stand, kneel, crouch, and/or stretch during shift.
- Work in an environment where the temperatures can be extreme.
- Hands that quickly sort and handle small product.

\*Real Time Products is a drug free workplace and background checks are required.\*

Work hours are 8:00am-5:00pm Monday-Friday. Occasional weekend, holiday, or after-hours work required.