

Warehouse-Shipping/ Receiving Associate

Join an Employee-Owned, Industrial Automation Leader!

Join us and become a part of an exceptional customer service team! A warehouse associate strives to increase business, profits, and customer satisfaction levels by: Making sure all shipments are accurate and packaged properly to protect parts in transit; Raising his or her overall product knowledge through voluntary and prescribed formal and informal training; Maintaining and improving the internal administrative and functional processes, by providing workable team-oriented solutions, in order to more efficiently perform functions below and provide accurate business performance reporting.

You will:

- Accurately receive in all the day's shipments from the vendors.
- Receipt parts into our operations system.
- Pick daily orders.
- Ship out orders utilizing UPS, FED-Ex and Freight companies.
- Put all parts away at the end of the day using our bin system.
- Work with our Purchasing Dept on Inventory, Cycle Counts and Inventory Adjustments.
- Work with accounting to audit UPS and FedEx billing.
- Keep warehouse clean and organized.
- Communicate with and assist fellow employees, in the completion of daily and assigned tasks.
- Participate in regular formal and informal staff meetings.
- Complete various tasks and responsibilities that Management deems necessary and vital to the daily operations of Applied Controls, Inc., such as running errands or light maintenance.

Experience and Skills

- Must be able to lift 70lbs.
- Must be able to stand, move and walk around for long periods of time.

About Applied Controls

We are 100% Employee Owned (ESOP) Company, high tech automation distributor and solutions provider. We educate and support local manufacturers in implementing emerging technologies to reduce costs, increase productivity and improve safety. We offer a competitive salary with robust benefits and participation in a company stock ownership plan. Unfortunately, we are not able to sponsor Visas of any kind at this time. Check us out at www.AppliedC.com !

Please email resumes to Heidi Lichty, HR@appliedc.com and Ron Byrne, RByrne@appliedc.com .