



Position: Warehouse Associate (Menomonee Falls)

Join a team with a 30+ year commitment to offering first-quality materials, competitive prices and unmatched service.

Nonn's Flooring, Inc. is currently seeking a skilled candidate to succeed in the role of **Warehouse Associate**. This is a full-time, hourly position that reports to the Warehouse Manager with the primary responsibility of material handling cabinetry, countertops, flooring and appliances.

Description:

The warehouse is seeking a warehouse associate, this qualified candidate will need to be able to lift 50 lbs.; have multi-tasking abilities, well organized, a good communicator, and possess a team attitude.

Accountabilities as a Warehouse Associate:

The position is responsible for, but not limited to, the following:

- Unloading and processing inbound freight for flooring and cabinet vendors
- Data entry of all Purchase Order receiving
- Process, print and maintain all delivery and installers paperwork
- Assist and coordinate the picking of flooring items for warehouse scheduled pickups for installs
- Assist, as needed, with customer pickups at the warehouse dock
- Assist, as needed, with unloading cabinets, flooring and inbound UPS & FedEx freight
- Maintain and control inventory accuracy for flooring and cabinets
- Maintain and organize receiving documents and files
- Follow all safety rules and procedures
- And other responsibilities as assigned

Warehouse Associate Qualifications:

- HS diploma or equivalent
- Warehouse experience or related industry; a plus
- Experience on operating a forklift
- Intermediate Microsoft Office (Word, Excel, Outlook) experience
- Must be an effective communicator, both written and verbal
- Must have excellent organizational skills and math skills
- Must have good interpersonal skills and deal professionally with internal and external customers and vendors
- Solid command of English, both written and verbal
- Attention to detail for continuous mental and visual attention
- Ability to multi task
- Customer Service experience a plus, shipping/receiving experience preferred

If you are friendly, enjoy working with others and benefit from being part of a successful team, we want to talk with you! This position has potential for growth and expanding career opportunities.

Nonn's Flooring, Inc. is an Equal Opportunity/Affirmative Action Employer



Search keywords: Forklift, forklift driver, warehouse, material handler, loader, unloader, shipping, receiving