



Job Position: Warehouse Associate

Department: Operations

Reports To: Warehouse Manager

JOB SUMMARY:

As a Warehouse Associate at our event rental company, you will be responsible for assisting with the daily operations of the warehouse. Your role will involve receiving, storing, and organizing rental equipment, preparing orders for delivery, and maintaining a clean and safe warehouse environment. You will work closely with other team members to ensure efficient and accurate order fulfillment.

JOB RESPONSIBILITIES:

- Pull, sort, pack and place equipment/items on racks, shelves, or in bins according to the company standards
 - Quality control/inspection checks to make sure items meet company standards
 - Preparing orders for shipment
 - Meeting production standards set by the supervisor
 - Operating carts, dollies, tow motors, pallet jacks and other moving equipment as needed in order
 - to move products throughout the warehouse
 - Perform other duties as requested
 - Adheres to and enforces all company policies, procedures, rules and regulations in written or verbal form
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SKILLS:

- Knowledge of standard Microsoft office suite (word, excel, outlook, etc.)
- Ability to work well independently, incorporate suggestions and to meet deadlines
- Good team player to fit into the HTE company culture
- Strong knowledge of Internet & how to utilize technology efficiently
- Must be comfortable working sitting down and on a computer for long hours as work will be performed in both an office setting and outside as needed and may be exposed to the outside elements.
- Ability to work some nights and weekend work as business needs
- Preference given to event, rental or hospitality industry experience
- Must be able to lift/move approx. 50-70lbs
- A high school diploma or equivalent GED is preferred but not required, preference given for associate or bachelor's degree
- Ability to multi-task priorities and manage time proficiently

- Excellent written and verbal communication skills and ability to interpret directions in written, oral, diagram or schedule form
 - Attention to detail and have strong customer service focused mentality
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BENEFITS:

Our company offers a comprehensive benefits package designed to support the well-being and professional growth of our employees. Benefits include company paid health insurance, (medical, dental, and vision), a 401(k) retirement savings plan with company match, paid time off (vacation, sick leave, and holidays). These benefits reflect our commitment to creating a supportive and rewarding work environment.

Our company is an equal opportunity employer, we celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran.