



Twist Office Partners Job Description

Job Title: Warehouse Worker
Department: Distribution & Logistics
Reports To: Warehouse Manager
FLSA Status: Part-time Hourly 15 hrs per week

Location: OshKosh, Wisconsin

SUMMARY

Twist Office Partners is primarily a B2B (Business to Business) distributor of a broad range of business products including office, janitorial, break room, industrial supplies, office furniture and informational technology. Twist Office Partners is an equal opportunity employer and will not discriminate on the basis of race, color, religion, sex, national origin, disability, or protected veteran status.

This position is responsible for receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, and/or managing, organizing and retrieving stock in the warehouse. You will represent Twist in a professional and cost-effective manner—the goal is to increase efficiency, profitability and customer satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Responsibilities

- Assist shipping, receiving and checking in merchandise
- Prepare orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open boxes, pallets, etc
- Furniture assembly and installation
- Delivery for rush orders
- Visiting customers
- Help distribute marketing materials
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Prepare parcels for mailing
- Maintain safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Follow quality service standard and comply with procedure, rules and regulations
- Wear the proper safety equipment

REQUIREMENTS

- High school diploma or equivalent preferred
- 1-2 years previous warehouse experience preferred
- Good driving record with no traffic violations
- Dependable and Reliable
- Excellent communication, organizational and time management skills
- Inventory, equipment maintenance, data entry and computer skills required

PHYSICAL DEMANDS AND ABILITIES

- Regularly lift and/or move objects 10-50lbs occasionally lift and/or move objects that weigh more than 100 lbs.
- Frequently required to stand, walk, stoop, kneel, crouch or crawl
- Occasionally required to sit and climb or balance

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Valid Driver's License
- Clean Driving Record
- Strong professional work ethic, communication skills
- Be goal oriented and self-directed.
- Maintain a positive attitude and ability to work under pressure
- Maintain good customer relations and represent Twist Office Partners with high integrity.

WE PROVIDE

- Excellent support by Warehouse Manager to ensure you are set for the day.
- A team of Customer Service professionals to offer customer support.

JOB PERKS

In addition to a competitive compensation package, Twist offers:

Free Coffee. Free Keurig coffee all day every day. No excuses to be tired!

Relaxed Dress Code. We have a dress for your day policy. That means if you aren't seeing customers, you can wear jeans, no problem. We want you to be comfy (but no pajama pants, sorry).

Low Cost Products. Need some office supplies? Office furniture? K-cups? Anything else that we sell? Employees get products at cost delivered to them in the office. We want you and your immediate family to enjoy our products at the lowest cost possible!

Paid Holidays. Because of course. We offer paid holidays like New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving (2days), & Christmas Day.

CONTACT US

We would love to hear from you and have you consider joining the Twist team. The best way to reach us is via email as we are busy on the phone with customers during work hours. Questions as well as resumes can be submitted to career@twistop.com

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Your employment at Twist Office Partners is at-will, and you and Twist Office Partners each have the right to terminate your employment and compensation at any time without cause and with or without notice