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Warehouse Associate

Description

WPS | Washington Professional Systems is currently looking for a highly-motivated and detail-oriented Warehouse Associate to join the Engineered Systems Group team at our Kensington, Maryland facility. The key duties of the Warehouse Associate will encompass, but may not be limited to, effectively handling and arranging inventory, overseeing the receipt and shipment of deliveries, and maintaining and organizing a clean warehouse. The perfect candidate will have the ability to work independently in a fast-paced environment, outstanding organizational abilities, and the physical capabilities to handle diverse responsibilities in a warehouse setting.

WPS is an award-winning, family-owned and operated AV technology integration company with over 35 years of experience. Our team consists of experts in their fields who are constantly helping customers solve complex and challenging problems. WPS clients include Fortune 500 companies, professional sports teams, famed performing arts venues, theme parks, and local, state, and federal governments. WPS is well-respected and known in the industry for producing the highest quality work, regardless of budget or project size.

Responsibilities

- **Inventory Management:** Move inventory and materials across facilities, ensuring efficient handling and storage.
- **Delivery Processing:** Process inventory for delivery, including sorting, organizing, and storing inventory in the proper bin location.
- **Quality Assurance:** Document delivered items and ensure quality, reporting any damaged or missing inventory to the warehouse manager.
- **Organization:** Stack and organize inventory, ensuring that the warehouse is orderly and inventory is easily accessible.
- **Shipping and Receiving:** Remove inventory from shipping and delivery to the proper location, updating logs and documentation for inventory processing.
- **Team Collaboration:** Work as an active team member to complete team goals, contributing to a positive and productive work environment.

Qualifications

- Previous experience in a warehouse or similar environment is preferred.
- Strong organizational skills and attention to detail.
- Ability to handle physical tasks, including lifting and moving heavy items.
- Basic computer skills for updating logs and documentation.
- Good communication skills and the ability to work well in a team.
- Commitment to maintaining a safe and orderly workspace.

Job Benefits

WPS offers competitive compensation and benefits packages including:

- Health insurance

Hiring organization

WPS | Washington Professional Systems

Employment Type

Full-time

Job Location

Kensington, Maryland

Valid through

31.12.2024

Base Salary

\$ 15 - \$ 15

- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- Paid time off

WPS an equal employment opportunity (EOE) and affirmative employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.