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| **Job title** | *Wholesale IAMS Warehouse Person* |
| **Reports to** | *Warehouse Operations Manager, Vice-President* |

**Job purpose**

To facilitate all functions pertaining to the warehouse operations. Assumes additional responsibilities as determined by the Warehouse Operations Manager or Vice-President.

**Duties and responsibilities**

* Pulls and stages orders.
* Loads and unloads freight.
* Resets and BINS any new in-coming freight.
* Organizes and rotates stock. Assists with inventory.
* Segregates and breaks down pallets as needed.
* Maintains a clean and safe working environment.
* Operates a stand-up forklift and other related warehouse equipment. Must be certified.
* Keeps paperwork organized. Ensures accuracy of orders and prioritizes daily workloads.
* Checks Treats & Food for any outdates products.
* Other duties as assigned.

**Qualifications**

* High school diploma or GED.
* Minimum two years experience in a large warehouse environment, with substantial knowledge of warehouse practices.
* Minimum two years stand-up forklift experience and in-house forklift certification is mandatory. Interview will include stand-up forklift test.
* Must be organized and able to prioritize work.
* Good aptitude in working with numbers is required.
* Strong customer service skills are essential.

**Physical Requirements**

* Must be able to safely and frequently lift and/or move up to 50-70 pounds.
* Job requires heavy physical activity including walking, bending, stooping, and squatting.
* Must be able to climb stairs.
* Must be able to safely use hands and arms in reaching and moving materials and products.
* Must be able to drive a forklift throughout the day.

**Working Relationship**

Works closely with warehouse personnel and wholesale office staff. The successful candidate will have a positive, professional and safe attitude at all times.

**Salary / Benefits**

Salary: DOE.

Benefits: Excellent benefit package\*\* (medical, dental, life insurance, 401K, Paid Time Off (PTO), paid holidays, 401(k), Employee Stock Option Plan (ESOP) participation. \*\*Upon completion of mandatory introductory period.

**Directly reports to:**

Warehouse Operations Manager, Supervisor

**Application Instructions**

* Apply online at [www.alaskamillandfeed.com](http://www.alaskamillandfeed.com). Applications are available at Alaska Mill & Feed, 1501 E. 1st Avenue, Anchorage.
* A complete job application will be required for final consideration for this position. Applications that say “see resume” for work experience and incomplete applications will not be considered.
* Due to stringent company cyber security measures, please do not send applications and resumes via link or iphone.
* All references must be professional, not family or friends.

*Alaska Garden & Pet Supply, Inc. is an equal opportunity employer. Alaska Garden & Pet Supply, Inc. makes every effort to ensure that in every phase of its recruitment and selection process, equal employment opportunity is provided to all individuals, regardless of race, color, sex, age, creed, marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran’s status.*

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |

*Revised: 9/23/2016, 06/01/2019, 12/12/2019*

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| Provided for reference only. |