



WAREHOUSE CLERK

Spokane Valley, WA

AFCO Distribution, a local company based in Spokane, WA, serves businesses and the communities in Washington State, Idaho, Montana, Oregon, Nevada, Wyoming and Utah.

The company is seeking candidates for a Warehouse Clerk at its Distribution Center in Spokane Valley, WA. Candidates should be flexible and detail oriented with a great attitude while ensuring excellent customer service at all times. Ideal candidates will possess a high level of initiative, discretion and independent judgment, with a can-do attitude and the ability to multi-task. One who can see things that need to be done and figure out a way to do them effectively and efficiently.

RESPONSIBILITY & DUTIES

- Completing customer orders by accurately picking, loading and unloading products as needed
- Using various hand tools, forklifts and delivery vehicles
- Assisting in the regular maintenance associated with cleaning warehouse and personal station areas
- Accurately placing and storing products in accordance with company standards and government regulated specifications
- Demonstrate knowledge pertaining to the diverse products carried
- Maintaining a safe and clean working environment and equipment while adhering to OSHA, state and federal safety regulations
- Performing other duties as assigned
- Exhibit an ability to get along with others
- Practice punctual and reliable attendance

JOB REQUIREMENTS

- High school diploma (or equivalent)
- Any combination of education, training, or experience that provides the required knowledge, skills, and abilities with an emphasis on correctly calculating figures and amounts
- Commitment to excellence and high standards especially in terms of providing outstanding customer service
- Physical ability to stand for extended periods; bend, stoop and kneel frequently
- Physical ability to lift, carry, push and pull up to 60 pounds (occasionally 80 pounds with assistance)
- Professional appearance and demeanor
- Proven track record of being safe, dependable and reliable
- Ability to effectively communicate both verbally and in writing with co-workers and customers for safety purposes
- Strong organizational, multi-tasking, problem-solving, and analytical skills
- Possess a valid driver license with safe driving history
- Must pass pre-employment drug screen as a condition of employment
- Ability to follow directions verbally, written and on maps
- Must be at least 18 years of age or older to perform the functions of this position for compliance with state and federal rules

PREFERRED QUALIFICATIONS

- Demonstrate a willingness to work long hours and/or weekends.
- Experience safely operating a forklift, lift trucks, hand trucks, dollies and other loading and moving equipment used in warehouse operations

- Strong organizational, multi-tasking, problem-solving and analytical skills
- Helpful and cheerful attitude important

HOURS / DAYS / SCHEDULE

This is a full time, 40 hours per week position. Typically scheduled Monday through Friday, but must be available to work evenings and/or weekends as needed.

SALARY / WAGE / BENEFITS

Wage DOE. The company offers medical, dental and life & long term disability benefits to full time employees. In addition to generous employee discounts, employees may also participate in the company's 401(k) plan after meeting eligibility requirements.

TO APPLY

Submit completed Applications for Employment to one of the following:

Mail: AFCO Distribution
Human Resources
11016 E Montgomery Dr. Ste. 101
Spokane Valley, WA 99206

Email: HR@afcodistribution.com (*reference "AFCO Warehouse Clerk" in subject field*)

Fax: (509) 455-5635

Applications for employment may be obtained at http://afcodistribution.com/job_openings.ydev