

Position: Warehouse Associate
Division: MasterDrive Inc.
Department: Operations/Fulfillment

MasterDrive Inc., a Solve Industrial Motion Group company, is a global manufacturer of bearings and power transmission component parts. Solve's brand portfolio includes P.T. International, IPTCI Bearings, LMS Bearings, TRITAN Precision Power Transmission Components, SST Bearing and MasterDrive Inc. and represents more than 25,000 products available from nine locations nationwide. Our unmatched dedication to quality materials and manufacturing processes, rigorous quality control, and end-to-end support and service have helped us grow to become a trusted supplier to high-performance industries worldwide. Our team members are knowledgeable "go-to" resources for power transmission products, support, and advice that keeps our customers' businesses moving forward.

POSITION DESCRIPTION: Reporting to the Warehouse Manager, a Warehouse Associate is responsible for receiving inbound freight, processing and shipping outbound orders, and light assembly. This position will be responsible for maintaining an accurate inventory and a clean, organized warehouse. The ideal candidate will have strong communication skills and enjoys working in a fast-paced environment.

RESPONSIBILITIES:

- Perform day-to-day operational warehouse tasks such as loading and unloading materials, picking, packing, and shipping orders, and utilizing handheld tools.
- Complete accurate data entry by using multiple computer systems and programs
- Operate material handling machinery including pallet jacks, pallet wrappers, scales, and forklifts
- Stocking and moving material correctly throughout the warehouse
- Maintain accurate data inventory by assisting with cycle counts and physical inventory
- Perform all work in accordance with quality standards and established safety procedures
- Maintain a safe and clean working environment by complying with procedures, rules, and regulations

QUALIFICATIONS:

- High school degree or equivalent
- 1+ years' work experience
- Ability to lift 50 lbs.
- Ability to use basic hand tools

PREFERRED QUALIFICATIONS:

- Previous fulfillment center or warehouse experience
- Forklift certification and reach truck driving experience