



## JOB DESCRIPTION

**Job Title**    General Warehouse Person        **Reports To**        Operations Manager

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### **Overall Purpose of Position:**

Warehouse activities out of Fremont location including setting up shipments, loading and unloading trucks, verifying shipment paperwork for accuracy, verifying incoming shipments, repackaging, RIB blending, and overall the accurate tracking of physical inventory. Careful attention made to maintain seed purity during repackaging, smooth and timely shipping, accurate inventory counts, and to maintain a clean facility that represents us well. Occasionally, this person will need to make seed transfers or shipments with a truck, pickup, or trailer.

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### **Principle Duties and Responsibilities:**

- 1. Meet daily with the Operations Manager to give updates and prioritize activities.**

**Percent of Total Time: 5%**

- 2. Interact other warehouse staff to divide up and complete all tasks timely, accurately, and maintaining the upmost in quality.**

**Percent of Total Time: 5%**

- 3. Set up shipping loads so we have efficient and timely shipments. Check the load set-up to ensure absolutely accurate shipped and inventory counts. Also check incoming loads to verify accuracy of incoming paperwork and assign warehouse locations. These activities happen primarily February through March followed by in-season shipments as needed in April and May and then returns in June.**

**Percent of Total Time: 30%**

- 4. Assist with summer and fall field activities as necessary.**

**Percent of Total Time: 20%**

- 5. Participate in repackaging, RIB blending, and treating projects and make sure they are completely accurate and all packaged products that leave the facility maintain our high standards.**

**Percent of Total Time: 35%**

- 6. Other activities as necessary to keep the business moving forward.**

**Percent of Total Time: 5%**

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**Knowledge, Skills and Abilities Required:**

1. Good communication skills and interpersonal relationship skills to be used with customers and employees
2. Staying calm and polite to customers and other even under the stress of shipping season
3. Strong work ethic and good prioritization skills.
4. Good organization and ability to keep accurate inventory
5. Completed forklift training
6. Chemical applicators license for running the seed treating machine, not required, but would be beneficial
7. Class A CDL in order to run all the equipment, not required, but would be beneficial

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The statements contained herein are intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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