

Wesco Aircraft is the world's leading distributor and provider of comprehensive supply chain management services to the global aerospace industry, based on annual sales. Our services range from traditional distribution to the management of supplier relationships, quality assurance, kitting, just-in-time delivery and point-of-use inventory management. We offer one of the world's broadest portfolios of aerospace products, including C-class hardware, chemical and electrical and comprised of more than 550,000 active stock-keeping units. Wesco Aircraft has more than 2,700 employees across 57 locations globally with net sales of \$1.5 billion in 2016.

**SUMMARY:**

The Warehouse Associate I is accountable, under direct supervision, to fill customer order requirements with strong team coordination and follow-through abilities to complete the full cycle of receiving, stock put away, picking, packing, stocking, documenting and shipping customized orders, accurately and expeditiously.

This fast-paced position consistently requires a high volume of productivity; with strong attention to detail to variances in product identification; ability to accurately understand and follow written specifications; perform data entry; and follow customized requirements, with trained knowledge of quality standards, and customer specifications.

**DUTIES AND RESPONSIBILITIES:**

Learn, maintain, and apply accurate knowledge and understanding of Wesco Warehouse work instructions, policies, and procedures in all work practices and decisions

Receive material from vendors and enter data in computer

Count and record material to ensure accuracy

Pull or stock materials using Radio Frequency (RF) scanning system, as required

Utilize scale to weigh and/or hand count product per warehouse/customer specifications

Utilize label printer to prepare labels as required

Return remaining product to proper location

Count, bag, and label per warehouse/customer requirements

Package and prepare material for shipment

Utilize carrier and third party shipping system to ship product

Perform timely cycle counts and inventory audits to support an accurate inventory management system

Compose paperwork/correspondence, analyze, troubleshoot, and reconcile inventory discrepancies

Meet established standards for quality and productivity, including but not limited to: on-time delivery percentage and customer acceptance rates

Follow safety regulations in all work processes promoting a safe and hazard free work environment

Utilize pallet jacks, drum dollies, drive forklifts, and/or order picker, when trained/certified

Attend regular and impromptu departmental meetings and company training, as required

Follow established work procedures to assure compliance with all Federal, State, and Local regulatory agencies including: OSHA, FAR, EPA, DOT, and RCRA requirements

Obtain cross-training to assist in other Warehouse functions, as needed

**REQUIREMENTS:**

- High School Diploma or GED Required
- Forklift certification training and current forklift license, is preferred
- 1-2 years general warehousing, inventory control, and/or shipping experience preferred
- Strong verbal and written communication skills demonstrated in professional daily interaction with internal and/or external customers as required
- Ability to be alert and aware of warehouse safety issues and safeguards
- Ability to work well within a team environment and independently, as needed
- Ability to be detailed oriented and perform basic research, if required;
- Ability to learn and gain knowledge of the integrated database systems, including Outlook, Word, and Excel, as needed
- Understanding of DOT and EPA guidelines for transporting hazardous materials, as required
- Employees must be able to prove compliance with ITAR requirements; and where applicable must be able to meet FAR requirements for security clearance

This position requires use of information which is subject to compliance with the International Traffic in Arms Regulations (ITAR). To conform to U.S. Government export regulations/ITAR, applicant must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State.

Wesco Aircraft is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

**WHY WESCO?**

This is an exciting time to join Wesco Aircraft due to our expansion and increased market share within the aerospace industry. At Wesco Aircraft, we invest in our employees, meaning the opportunity for career progression and personal development is outstanding.

**BENEFITS:**

Wesco is proud to offer a broad range of benefits options. You can choose from a number of plans including medical, dental, vision, life and disability insurance and voluntary supplemental programs. All full-time employees are eligible for benefits coverage.

At Wesco Aircraft, we know that having the best employees provides us the competitive advantage and we are always searching for capable individuals.

Email your resume to [resumesubmitapply@gmail.com](mailto:resumesubmitapply@gmail.com)