



**Department:** Shipping

**Job Description:** Shipping/Whse Associate

## Shipping/Warehouse Associate

### Job Overview

*Make a difference in a growing, dynamic organization that has been in business since 1964. Saylite is on the fast track to become one of the most dynamic companies in commercial lighting. We are large enough to have a strong foundation, yet small enough for you to make things happen, and feel like you are contributing to the success of the company*

*We are seeking **Experienced Shipping/Warehouse Associates** to help us build and expand upon our strong product line.*

*It is an amazing time in lighting. It can enhance life and work in powerful ways, with technology creating new opportunities every day.*

*Join us to be a part of this amazing adventure!*

**In a Nutshell:** We are looking for several experienced Shipping/Warehouse Associates. The Shipping/Whse. Associate is responsible for safely carrying out day-to-day operations of the warehouse, which may include rotations in any of the following areas: receiving, unloading trucks, order pulling, material handling (associated with production), wrapping pallets, loading trucks, handling “will call” orders, and other related warehouse tasks. If this sounds interesting to you, please check out the requirements below. Then complete the application form and/or submit your resume via the online system. Thanks for checking us out!

### Necessary Skills and Attributes:

- 2+ years warehouse/shipping or related experience
- Forklift certification (or equivalent experience to be certified)
- Excellent dependability/reliability (good attendance is required)
- Solid problem resolution abilities
- Good communication and interpersonal skills
- Ability to speak and read English (production orders, shipping orders, communications, etc.)
- Ability to use good judgement and take initiative
- Strong organizational skills
- Computer skills to enter and review data, write emails, etc.
- Willingness to assist wherever needed

### Physical Requirements:

- Must be able to work in a non-air conditioned warehouse environment (exposure to heat, cold, dust, etc.)
- Must be able to lift up to 50 pounds

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Saylite – 2055 Luna Road, Suite 142, Carrollton, TX 75006



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- Visual acuity required to safely drive forklift, operate machinery, read computer screens, written documents, inspect materials, products, etc.
- Must be able to work standing, stooping, bending, lifting, and in squatting position
- Manual dexterity required to operate forklift, machinery, handle materials, supplies, and perform data entry into computer system etc.

**Note:** *The statements herein are intended to describe the general nature & levels of the work performed by employees, but are not a complete list of responsibilities, duties, & skills required of personnel so classified. Furthermore, they do not establish a contract for employment & are subject to change at the discretion of the employer.*

Click here to apply:

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