



NORTH AMERICAN COMPOSITES is a leading distributor of composite raw materials In North America. For over 30 years, we have served manufacturers in marine, cast polymer, corrosion, construction, consumer, and related composite industries. We operate 28 distribution centers in the U.S. and Canada. Each of our locations serves local customers with fast and efficient deliveries of the products they need.

We have an outstanding opportunity for a **Warehouse Worker** for our distribution facility located in **Auburn, Washington**.

Position Summary:

The objective of this position is to maintain the orderliness and cleanliness of the warehouse, to prepare products for shipment, to receive product, and to assist the Operations Supervisor in other operations functions. This position may be full time or part time.

Essential Functions:

1. Responsible for keeping the warehouse neat and clean
2. Will be responsible for arranging all products in a neat and orderly fashion
3. All product will be maintained in prime saleable condition
4. Will keep the office area neat, clean and safe
5. Will be responsible for checking all safety aspects of the warehouse, including fire extinguishers, eye wash stations, personal safety equipment, fire hoses, fire doors, cool room temperatures, etc
6. Will assist the Operations Supervisor in monthly physical inventories
7. Be proficient on forklift
8. Loading and Unloading of trucks using a forklift and by hand – Lifting up to 100 lbs.
9. Use of drum dolly to move drums – Drum weights up to 550 lbs.
10. Preparing shipments for loading: placing drums, rolls of fiberglass, boxes of material on pallet and securing to pallet. – Pallet weights up to 2000 lbs.
11. Use of a manual pallet jack to move pallets during loading, unloading and storage.
12. Will reconcile all receipts of product for correctness and completeness.
13. Will assist the Operations Supervisor in confirming that all orders shipped are complete and correct.
14. Will periodically check all warehouse equipment to make sure the equipment is being properly maintained and is safe to use.
15. Will be responsible for properly completing and submitting all forms required by law and by company policy in a timely manner. These submissions are to be completed neatly.
16. Must maintain a neat, professional appearance at all times while on the job.
17. Will read and comply with all requirements in the NAC Policy Manual and the Interplastic Corporation Drug & Alcohol Policy Manual.
18. Receive and stock inventory.
19. Pull and prepare orders for shipment.
20. Handle all UPS/FedEx orders for shipment and process claims.

21. Be able to place and receive purchase orders on Adage.
22. Maintain good working relationships with local carriers.
23. Load and unload empty drums for disposal.
24. Assist the NAC Driver and Operations Supervisor; helping guide with the best delivery routes.
25. Prepare and process all sample requests in a timely manner.
26. Responsible for informing the Operations Supervisor when inventory falls below managed levels, shortages, out of stock, or have reached re-order points.
27. Assisting the Operations Supervisor reconciling all inventory variances.
28. Maintain and process weekly freight log.
29. Attendance at work and promptness in reporting to work are also required.
30. Performs other duties as assigned by the management.
31. Punctuality and regularity of attendance are job requirements.

Reasonable Accommodations:

The Company complies with all disability laws. Be aware, however, that “an Employer never has to reallocate essential job functions as reasonable accommodation, but can do so if it wishes.” The Company reserves the right.

Knowledge, Skills and Abilities:

Required:

1. Must be able to lift 100 lbs.
2. Must be forklift certified.
3. Wear Steel Toed Boots or Shoes

WE OFFER

- Competitive Pay
- Pay day is every Friday
- Medical & Dental Benefits Plans
- Vision Benefits Plan
- Life Insurance & Long Term Disability Insurance
- Medical and Dependent Care Flexible Spending
- 401K that includes matching as well as profit sharing
- Vacation and 8 holidays throughout the year.

If you are results oriented, please submit your resume, cover letter, and salary requirements via mail, email, or fax to:

North American Composites
Attn: Hiring Manager
1225 Willow Lake Blvd
Saint Paul, MN 55110-5145
Fax: 651.481.9170
Email: jobs@ip-corporation.com

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