



**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 **Germantown, Wisconsin**.

**Major Responsibilities:**

- Receive and stock inventory and reconcile all receipts of product for correctness and completeness.
- Pull and prepare shipments for loading using a manual pallet jack. This includes placing drums, rolls of fiberglass, and boxes of material on pallets. Then securing these pallets that weigh up to 2000 lbs.
- Prepare and process all sample requests in a timely manner.
- Use a forklift to load and unload trucks.
- Use a drum dolly to move drums up to 550 lbs. In addition, load and unload drums for disposal.
- Use of a manual pallet jack to move pallets during loading, unloading and storage
- Load and unload empty drums for disposal
- Handle all UPS/FedEx orders for shipment and process claims.
- Process all common carrier shipment claims and follow-up
- Maintain good working relationships with local carriers.
- Assist the Operations Supervisor in confirming that all orders shipped are complete and correct.
- Assist the NAC Driver and Operations Supervisor with the determining the best delivery routes
- Assist the Operations Supervisor reconciling all inventory variances and with monthly physical inventories.
- Responsible for informing the Operations Supervisor when inventory falls below managed levels, shortages, out of stock, or have reached re-order points
- 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
- 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
- Reconcile all receipts of product for correctness and completeness
- Responsible for keeping the warehouse and office neat, clean, safe, and well organized.
- Responsible for making sure that all equipment is maintained in proper working order.
- Be able to place and receive purchase orders on Adage.
- Request freight rates from carriers for any common carrier shipments to negotiate best price and discounts
- Process all common carrier shipment claims and follow up
- Maintain and process weekly freight log.
- Maintain all products in prime saleable condition.

**Ideal Candidate:**

- Must be able to lift 100 pounds.
- Must have strong computer and math skills with bar coding experience.
- Must be able to read a tape measure.
- Must have a current Fork Lift Certification.
- Must have a high school degree or equivalent.

**Comprehensive Benefits Package:**

- Competitive Salary
- Paid weekly on Fridays
- Medical Benefit Plan Options
- Dental Plan
- Vision Plan
- Life Insurance Plan
- Short and Long Term Disability Plans
- 401K Plan that includes matching as well as profit sharing

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](mailto:jobs@ip-corporation.com)

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