



Apply in person at: 500 Leonard Street De Pere, WI 54115 or email: [homeinteriorsinc@gmail.com](mailto:homeinteriorsinc@gmail.com)

Job Title: Warehouse Operations Assistant  
Department: Operations  
Responsible to: Warehouse Operations Manager  
Wage: Full Time with Benefits (hourly wage based on experience)

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## **POSITION SUMMARY**

Assists in the daily warehouse operations and implements production, productivity, and quality standards while maintaining appropriate inventory control measures. Ensure that services are provided effectively and efficiently according to the standards provided by Home Interiors Flooring.

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## **DUTIES & RESPONSIBILITIES**

- Provides excellent customer service for all external customers and suppliers for Home Interiors at all times in all activities. Customer service is a top priority both inside and outside of the Home Interiors Showroom.
- Successfully monitors and controls inventory levels by conducting physical counts and updating all inventory records through the Resource and Financial Management Systems (RFMS) to ensure accuracy. Accurately record and maintain the quality, quantity, style, and dye lot of all inventory in order to provide a clear understanding of what is and what is not available.
- Maintains physical condition of warehouse by regularly cleaning and organizing the interior and exterior of the property. Inspect equipment regularly and maintain regular planned maintenance of all warehouse assets.
- Stage all job materials for installation crews at least one week in advance. Notify Installation Manager and purchaser of any inventory-related delays.
- Accurately record and account for the delivery of all goods coming into the warehouse and all inventory departing the warehouse. All inventory received into the warehouse must be received into the RFMS inventory module.
- Maintain the supplies inventory and replenish as needed.
- Effectively communicate with the Installation Manager daily to ensure order accuracy, product availability, and changes to the installation schedule that could potentially affect the completion of a customer pick up (CPU) or scheduled install.
- Assist in other duties as assigned.

## **PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT:**

1. Frequently stand, walk, bend, stoop, squat, and occasionally lift 50-100 lbs. Some climbing, reaching, pushing, handling, and pulling.

2. Work is performed indoors, however, occasionally there could be some work that is required outdoors. Some minor lot clean up, salting of properties, and occasionally mowing lawn as needed.
3. In some situations, you may be required to wear safety glasses or hard hats.
4. Situations where personal, protective equipment may occur: examples include steel toe boots or utility boots and/or use of gloves.

#### **STANDARD QUALIFICATIONS:**

1. Ability to inform and communicate effectively; process information effectively to identify and define problems to make objective decisions.
2. Ability to work independently 95% of the time.
3. Must have a minimum of (1) year successfully operating a forklift.
4. Ability to multi-task and meet strict deadlines as needed.
5. Ability to maintain accurate and thorough records. Attention to detail is a must.
6. Must be willing to obtain additional education and training.
7. Must have basic mathematical skills. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, fractions, and decimals.
8. Must adhere to Home Interiors Drug and Alcohol Free Workplace Policy during the course of your employment, and must be willing to take a drug or alcohol test if there is reasonable suspicion by the supervisor.
9. Hours are flexible with a minimum of four (4) hours per day, Monday-Friday. Occasionally, a weekend or a night may be requested if needed.
10. Must have a valid driver's license with a clean driving record. Employees will be required to drive Home Interiors vehicles.
11. Must pass all pre-employment screening and background checks.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma or general education degree (GED) is required. College degree or Technical College certificate preferred.
- Valid Driver's License Required
- Background Check Required
- Basic Mechanical Skills Required
- Minimum of (1) year forklift experience preferred
- Minimum of (2) years successful experience using computerized systems