

Warehouse-Inventory Associate with Forklift Experience

Company Description:

A & K Equipment Co Inc. is a leading supplier of top-quality truck equipment, serving fleets and municipalities across New Jersey. We pride ourselves on delivering superior products and exceptional service to our clients, helping them optimize their operations and enhance their productivity. As part of our commitment to excellence, we are seeking a dedicated Warehouse Inventory Associate to join our team and support our sales efforts.

Job Description:

We are looking for a motivated and detail-oriented Warehouse Inventory Associate with forklift operation experience. In this role, you will be responsible for managing inventory, maintaining warehouse organization, and efficiently handling materials using a forklift. This position plays a crucial role in ensuring smooth operations within the warehouse and maintaining accurate inventory records.

Key Responsibilities:

- Accurately receive, count, and record incoming stock and materials.
- Organize and maintain accurate inventory records using inventory management software.
- Perform regular inventory counts and cycle counts to ensure stock levels are accurate.
- Track and report any discrepancies or damaged items.
- Safely operate forklifts, pallet jacks, and other material handling equipment to move products within the warehouse.
- Load and unload trucks, ensuring proper handling and storage of materials.
- Organize warehouse spaces, maintain cleanliness, and ensure materials are stored safely.
- Prepare and fulfill orders for shipment, ensuring correct picking, packing, and labeling.
- Assist with shipping and receiving operations, including inspecting shipments, verifying counts, and preparing shipping documents.
- Coordinate with suppliers, drivers, and other departments for smooth operations.
- Adhere to all warehouse safety regulations and company policies.

- Inspect forklifts and other equipment regularly to ensure they are in good working condition.

Qualifications:

- Valid driver's license and clean driving record.
- High school diploma or equivalent.
- Minimum of 3 years of experience in warehouse/inventory operations.
- Experience in auto parts, truck equipment, snow removal equipment, etc.
- Valid forklift operator certification.
- Proficiency in using warehouse management systems (WMS) and inventory software.
- Strong organizational and time management skills.
- Ability to lift and move heavy items (up to 50 lbs) and stand for extended periods.
- Attention to detail and accuracy in inventory management.
- Good communication and teamwork skills.

Benefits:

- Competitive hourly wage based on experience.
- Comprehensive benefits package, including health insurance, 401k savings plan with company match, and paid time off.
- Opportunities for career growth and advancement within the company.
- Training and development programs to enhance skills and knowledge in the automotive industry.
- Employee discounts on products and services.

If you are passionate about providing exceptional customer service, have a knack for automotive parts, and thrive in a collaborative team environment, we want to hear from you! Please submit your resume and a cover letter outlining your qualifications and why you are the perfect fit for this position. Join us at A & K Equipment Co Inc. and be part of our mission to deliver excellence in truck equipment solutions to fleets and municipalities.