

JOB DESCRIPTION
JOB TITLE: Associate, Distribution 2

Primary Purpose

An advanced-level distribution role that requires frequent material handling equipment use. This role utilizes cutting edge technology in a fast-paced environment to delight and create value for our customers by moving our business products accurately and timely.

Major Responsibilities

- One or more of the following critical supply chain functions that assist in delivering product to our customers.
 - Inbound freight receiving
 - Full case receiving stocking
 - Customer return processing
 - Full case order selecting and replenishment processing
 - Order shipping and truck loading
- Typically requires the use of Stock Pickers, Reach Trucks, Counter Balance Forklifts and Electric Pallet Jacks.
- Ensure proper trailer docking procedures are followed; unload trailer, stage product and inspect pallets for quantity and damages; remove damaged product and validate all paperwork to the load (i.e., piece count, signatures, etc.); properly annotate discrepancies on freight bill or appropriate documents; utilize warehouse technology to verify and process freight and create receiving manifest and receipt tickets.
- Place receipt tickets on correct item(s) on pallet; sort pallet between bulk and shelf items; transport pallet or cartons to appropriate zone or location; remove carton(s) from pallet, green rack or cart and place in designated warehouse location.
- Print applicable Return Goods Report; obtain and enter return authorization number into warehouse technology and print and apply return ticket(s); inspect return item for quantity and quality assurance; clean, repackage and/or repair item (if necessary); complete necessary oral and written communication (i.e., order supplies; credit or return information); disposition item to appropriate location.
- Obtain pick label(s) and locate appropriate items and quantities; place shipping/pick label on carton and prepare carton; follow packing slip process and apply to carton as necessary; place carton/bags on conveyor or rolling equipment for transport to appropriate staging location; stock "HOT Replenishments" as needed.
- Review system and/or order to determine what is short or out at location and utilize warehouse technology to 'look up' alternate locations for item; if available obtain carton from bulk location or eaches from shelf location; document receipt transactions and follow warehouse technology procedures to process order.
- Unload fulfilled carton/bags and stage for shipping on appropriate pallet; apply stretch wrap to completed pallets; write appropriate information on pallet placard or shrink wrap; stage pallets and load truck; secure and stabilize cartons and pallets throughout the loading process.
- Maintain a clean and safe work environment following all policies and procedures

The above stated duties are intended to outline those functions typically performed by incumbents in this position. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of management to assign other duties or responsibilities as necessary.

- Active participant in our Lean Continuous Improvement culture and process.
- Understand and demonstrate United Stationers' Core Values.
- Performs other duties as assigned.

Skills/Knowledge Required

- Highly dependable individual demonstrating key USI Values including Teamwork, Integrity, Honesty and Accountability.
- Ability to perform all required tasks within the scope of Distribution 2 to the level of established productivity required and in keeping with applicable Standard Operating Procedures, rules, established processes and Quality guidelines.
- Ability to operate equipment in a safe and controlled manner, i.e., box erector, tape machine, Taylor Dunn, pallet jack and walkie-rider.
- Ability to leverage appropriate technology in an effective manner in performance of the function, i.e., pick-to-voice, computer, scanner, Associate Kiosks etc.
- Ability to lift up to 80 lbs
- Ability to follow simple directions (verbal and written) in English.
- Ability to perform basic math.

Education and Experience

- High School diploma or GED equivalent preferred.
- Warehouse/Distribution-related experience helpful.
- Material handling experience helpful.

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