



**REVISION**  
MILITARY

MISSION CRITICAL EYEWEAR®

## INTERNAL JOB POSTING

**PERIOD OPEN:** March 8, 2010 – March 11, 2010

**STATUS:** 2 Full-time Benefits Eligible position (First Shift)  
1 Temporary Position, non benefits eligible (First Shift)

**POSITION START DATE:** Tentatively March 15, 2010

**HOW TO APPLY:** Please see HR or your Manager for an Internal Job Application

**JOB TITLE:** **WAREHOUSE ASSOCIATE**

**FLSA STATUS:** Hourly – Non-Exempt

**DEPARTMENT:** Operations

### SPECIFIC ESSENTIAL FUNCTIONS

- Assist with shipping and receiving functions; unloading trucks, checking in merchandise, matching purchase orders to sales orders and distributing to sales associates for processing.
- Process all customer requests in timely, accurate manner; i.e. work order kitting, sales order requests, rejected material processing, support to quality control, cycle count requests.
- Ensuring material is properly marked with relevant information, including part number, quantity and date received.
- Sorting and placing materials or items on racks, shelves, or in bins according to predetermined storage procedures.
- Ensuring warehouse is accessible and safe for employees and customer traffic.
- Opening bales, crates, and other containers.
- Recording amounts of materials or items received or distributed via appropriate computer program and/or completing proper paperwork.
- Perform cycle counts and assist in counting of physical inventory.
- Assisting to prepare parcels for mailing.
- Organizing warehouse and work area for orderliness at all times.
- Wearing the proper safety equipment.
- Operation of fork lift.

### KNOWLEDGE, SKILL, AND EXPERIENCE REQUIREMENTS

- Fork lift operator license preferred; will provide training.
- High school diploma or general education degree (GED).
- 6 months of related experience or training; or equivalent combination of education and experience.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must be good with numbers and capable of writing legible.
- Ability to work with minimum of supervision, including prioritizing of work.
- Military experience is a plus.

### PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms, talk or hear.
- Frequently required to stand; walk; stoop, kneel, crouch or crawl.
- Must regularly lift and move up to 20 pounds, frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.