

# Warehouse Associate, Slate (Fort Collins)

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**Compensation:** \$18 - \$23/HR

## Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

## Job Summary:

The warehouse associate is responsible for performing various tasks to ensure safe and efficient operations within the warehouse. This includes receiving, storing, and distributing materials and products, as well as maintaining accurate inventory records.

## Essential Functions

- Receive incoming shipments and verify the accuracy of delivered products against purchase orders or invoices.
- Inspect and report any damaged or missing items to the supervisor.
- Sort, label, and store items in designated warehouse locations according to established procedures.
- Ensure proper handling and storage of fragile or hazardous items.
- Prepare outgoing shipments by picking, packing, and labeling products according to customer specifications.
- Operate warehouse equipment, such as forklifts, pallet jacks, and hand trucks, in a safe and efficient manner.
- Operate platform order pickers that go as high as 30 off the ground with personnel on it.
- Maintain cleanliness and orderliness of the warehouse, including organizing inventory and maintaining aisleways.
- Adhere to health and safety regulations and company policies at all times.
- Delivery of product to job sites as required in company vehicles (24' box truck and/or cargo vans).
- Review warehouse calendar to understand daily schedules and expectations.
- Other duties as assigned.

## Required Skills/Abilities

- Excellent verbal and written communication skills.
- Ability to operate forklifts and platform order pickers.
- Physical stamina and the ability to lift heavy objects up to 50 lbs. and perform repetitive tasks.
- Ability to function well in a high-paced and at times stressful environment.
- Basic computer skills and familiarity with warehouse management systems (WMS) or inventory tracking software.
- Valid Driver's License required.

## Education and Experience

- Previous commercial furniture (such as Steelcase, Knoll, Inscape, ect..) handling experience strongly preferred.
- Previous experience in a warehouse or logistics environment is preferred.
- Forklift certification preferred.

## Position Type/Expected Hours of Work

This is a full-time position, and the hours of workdays are Monday through Friday, 6am – 3pm.

## EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*