



Warehouse Employee

OUTLINE for Warehouse Employee:

Retrieves, and distributes shipments, equipment and materials throughout warehouses on our Manassas and Gainesville campuses. Follows schedules, work and shipping orders to determine items to be moved, gathered, distributed, loaded, unloaded or crated. Sorts and places materials or items on racks, pallets, trucks, or other storage system according to predetermined sequence such as size, type, style, color, or product code.

QUALIFICATIONS for Warehouse Employee:

- Must be highly organized and detail orientated, with good communication skills.
- Requires multi-tasking, and an attention to detail.
- Able to lift 50 lbs. on a routine basis.
- Forklift certification, and two years of warehousing experience preferred.
- Ability to use a computer is preferred.
- Must be able to read and write English.
- Must successfully pass a criminal background investigation and pre-employment drug test.

DUTIES AND RESPONSIBILITIES for Warehouse Employee:

- Follows the schedule of daily tasks set forth by warehouse manager.
- Organize space in the warehouse and perform cleaning duties.
- Read, pull, pack and ship orders in an accurate manner.
- Inspect goods for defects and damages.
- Organize stocks and maintain inventories.
- Process, inventory, load, and unload household goods in the proper manner.
- Weighs or counts items for distribution within the warehouse to ensure conformance to company standards.
- Track inventory in the appropriate system.
- Perform warehouse operations, material handling, inventory activities, loading, unloading, materials and office equipment onto and from trucks for delivery and/or storage.

Able Moving & Storage is a highly respected moving and storage firm located in Northern Virginia. Founded in 1987, Able Moving & Storage is a family owned company, and one of the largest independent moving companies in the Washington Metropolitan Area.

Able's dedicated leadership and employees consistently work to provide the best, most professional, responsive, and safe relocation services available to corporate,



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government, residential, and commercial clients on the move. In the role of client advocate, Able Moving & Storage brings extensive management, planning, and operations experience in performing the necessary solutions for your firm's relocation needs. Able performs requirements under various contracts with large corporations as well as with the U.S. Government. We are familiar with all requirements necessary to ensure the safe, secure, and efficient packing, transportation, unpacking, and storage for domestic and international relocations.

Professional services provided from Able Moving & Storage, Inc. include:

- Household Relocations
- Office and Industrial Moving and Relocation
- Containerized Storage, Receiving & Distribution Services
- Commercial/Office Relocation

Required experience:

- Forklift certification and 1 year warehouse experience is preferred

Required education:

- High school or equivalent