



We currently have an opening for a skilled Warehouse Associate at our Lenexa facility to provide customer service to our walk-in and call-in customers. This is a customer-facing position. Knowledge of products we distribute out of our warehouse such as grilles, registers, diffusers, exhaust fans, spiral pipe, and other HVAC accessories are preferred, **but** we will train the right candidate! Contact us for benefits package details.

Position Description and Qualifications:

- Receive and stock products from manufacturers.
- Accurate picking of customer orders.
- Packing orders for shipping.
- Understand products and ensure customer requirements are met.
- Receive phone calls and interact with customers.
- Physically fit to walk, stand, sit, stoop, bend, lift up to 70 lbs., push and pull extensively.
- Shift time is flexible. Monday-Friday. 40-hour work week.
- Maintain a safe, orderly, and clean warehouse.
- Inventory control and cycle counting experience a plus.
- Excellent customer service and communication skills.
- Forklift experience: Order Picker, Swing Reach, Electric Pallet Jack.
- Inventory control. Cycle counting and ordering of stock inventory.
- Computer literate. Ability to use Microsoft Office products including Outlook.
- Dependable, proactive, detailed and highly organized.
- High school diploma or equivalent.

9808 Alden Street, Lenexa, KS 66215 | 913-438-1244

www.jorban-riscoe.com