



DC Associate - Material Handling

Job Title: DC Associate – Material Handling
Status: Full-Time
Reports To: Distribution Center Supervisor/Manager
Department: Distribution Center
Direct Reports: No
Location of Job: Summerville, SC
Prepared Date/Rev: 05/2021
Exempt/Non-Exempt: Non-Exempt

Founded in 1872 and based in Wisconsin, [Design House](#)® provides a variety of home products to create living spaces you'll love at prices you'll appreciate. We offer products for every room at an affordable price because we believe that upgrading your home shouldn't break the bank.

Job Purpose:

Our DC Associates Material Handling support the operations of our warehouses, under direction of their supervisor they are responsible for a variety of activities to fulfil customer's orders efficiently and accurately. Schedules vary depending on need.

Essential duties and responsibilities:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary. Individuals may be responsible for one or all the functions below:

- Unloading containers, receive inventory, put away product
- Load trucks for delivery
- Use several types of powered industrial equipment to move product within the warehouse
- Accurately pick product per customer orders
- Accurately package product and prepare to be shipped, including labeling and palletizing
- Assist in assembly of cabinets and combos
- Observe safety rules and contribute to a safe work environment by reporting unsafe conditions and work practices to Supervisor.
- Perform Cycle counting as need it
- Follow all clean up and housekeeping procedures.

Qualifications:

- High school diploma or equivalent
- 1-2 years warehouse experience
- 1-3 years forklift driving experience and certification
- Shipping/Receiving experience
- Able to read shipping and receiving documentation.
- Ability to read and comprehend pick tickets and customer requests

Please send cover letter and resume to:

Gabriela Oberlander

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5205 W. Donges Bay Rd.

Mequon, WI 53092



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- Ability to enter data into computer
- Constantly seek ways to improve processes
- Ability to work in a team environment

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is exposed to warehouse conditions prevalent at the time in terms of temperature/weather. The noise level in the work environment is usually minimal.

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