



## WAREHOUSE ASSISTANT

We are a leading global manufacturer of innovative heat treating equipment serving a diverse market place with a history of solid growth; offering comprehensive benefits including medical, dental and life insurance as well as paid vacation, and a 401K retirement program. We are committed to hiring outstanding people not only to meet present needs, but also to build for future opportunities.

### SUMMARY

This position is responsible for assisting with warehouse duties including, but not limited to fulfilling orders, packaging, stocking, cleaning, and maintaining safe work environment in the warehouse. A valid driver's license and good driving record is required.

***This position requires exposure to equipment that will interfere with artificial pulse generators and metal rod/pins within the body due to its substantial electromagnetic field. Personnel with Pacemakers or equivalent will not be considered for this position.***

### TRAVEL AND WORK CONDITIONS

This position will be located at our ECM USA Inc. office in Pleasant Prairie, WI. Occasional travel may be required.

### JOB DUTIES AND RESPONSIBILITIES *(general but not limited to)*

- **Warehouse Support:** Completes recurrent physical labor including lifting and carrying up to 50lbs; sweep, mop, remove trash, and other daily cleaning tasks; keeps all work areas and equipment in a clean, safe, and orderly condition; performs scheduled maintenance on warehouse equipment and machinery; and responsible to adhere to all safety procedures.
- **Receiving Support:** Unloading shipments using warehouse equipment; able to interpret packing slips; reconciles inbound orders with provided packing slip and reports discrepancies; enters received inventory to InFlow database; and stocks parts in accurate position following warehouse procedures.
- **Shipping Support:** Order fulfillment including picking the correct parts reflected in the order and checking them out of inventory; assists with securely packing outbound orders using various packaging methods to ensure the order arrives without damage; creates and displays necessary labels including Bills of Lading; and loads trucks with outbound shipments.
- **Travel:** Occasional travel may be required including to Customer sites to assist with onsite receiving and cleanup; Chicago and Milwaukee airports; Supplier locations for urgent part receiving; and taking company vehicles for maintenance service.

### ADDITIONAL EXPECTATIONS *(general but not limited to)*

- Operation of warehouse and material handling equipment including forklift and pallet jacks.
- Excellent communication and telephone skills in addition to excellent listening abilities.
- Follows verbal instructions including to assist Management and warehouse personnel with miscellaneous needs.
- May assist with industrial heat treating furnace operations and/or maintenance.
- Team oriented, people oriented and a relationship builder.
- Enthusiastic, confident and mature.
- High energy level, self-starter and problem solver.

### REQUIRED EDUCATION AND EXPERIENCE

- Minimum of a completed high school education and 1+ year of related experience.
- Must be English fluent. French and/or Spanish speaking would be beneficial.
- Must have valid driver's license and good driving record. Must be comfortable with driving.
- Must have skills in mathematics.
- Strong software and PC skills (notably Windows, Office Suite, and inventory management software).
- Prior forklift operating experience is preferred.

**Job Type:** Full Time, Non-Exempt

**Career Level:** Experienced (Non-Manager)

**Years of Experience:** 1+Years

**Travel:** Occasional travel may be required.

**Benefits:** Yes when eligible

**Required Proficiency:** MS OFFICE SUITE, WINDOWS

All employment candidates may be required to pass a background check including: drug screening, criminal background check, possession of valid driver's license and possession of valid passport when necessary. ECM USA, INC., Inc. is an Equal Opportunity Employer. We will make every effort to consider applications for all available positions and shall use one or more of the contact methods and addresses indicated in resume or online application. Indicated location may be proximate or may be desirable point of embarkation for paid or unpaid relocation to another venue. Job descriptions may fit single or multiple presently available or anticipated positions and are NOT an offer of employment or contract implied or otherwise. Described compensation is neither definite nor precise and may be estimated and approximate and is negotiable depending on market conditions and candidate availability and other factors and is solely at the discretion of employers. Nothing herein is or may be considered a promise, guarantee, offer, pledge, agreement, contract, or oath.