

**East Bay Tire Co.
Job Description**

Position Title: Warehouse Technician

Reports To: Warehouse Manager

RESPONSIBILITIES

- Receives, stores and pull/distribute tires by performing the following duties:
- Receive tires and items, either by hand or by using forklifts, scissor-lifts, clapper attachment, dolly or motorized cart
- Sorts and places tires or items on racks, shelves, or in bins according to size, type, and style.
- Pull items from inventory for shipment and load tires for delivery
- Performs inventory of product.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Must have great job stability and at least one year of warehouse and forklift experience
- Good verbal communication, and interpersonal skills
- Previous inventory experience is helpful
- Candidates must be able to lift up to 75 pounds.
- Someone who is responsible and a quick learner
- Ability to work under pressure and maintain flexibility and organization
- Strong work ethic
- Must have positive, can-do attitude
- Must have valid driver license and insurable
- High School Diploma Required

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions. Ability to communicate in English.

Written Communication - Able to read and interpret written information in English.

Teamwork - Contributes to building a positive team spirit.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.

Education - High school diploma or general education degree (GED).

Language Skills - Ability to read and comprehend simple instructions in English, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills - Ability to add and subtract, multiply and divide three digit numbers. Ability to perform these operations using units of American money.

Reasoning Ability - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, grasp and reach with arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to sit while driving a forklift. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.