



Lake Restoration, Inc.

12425 Ironwood Circle

Rogers, MN 55374

LakeRestoration.com
(763) 428-9777 Phone
(763) 428-1543 Fax

Job Title: Warehouse Fulfillment Clerk

Job Summary:

Work independently within a tight-knit team to fulfill customer orders via receiving, sorting, storing, product assembly, taking inventory, keeping records and organizing for the shipping of merchandise stored in the warehouse. Employee will also be responsible for operating forklifts, pallet jacks, and carts.

Duties and Responsibilities:

1. Assist in daily warehouse and shipping areas including:
 - a. Filling and shipping customer orders.
 - b. Ensuring accuracy of shipments and supporting documentation.
 - c. Receiving incoming material and routing to appropriate area or personnel.
 - d. Ensuring inventory transactions are accurately logged.
2. Receiving quality control
 - a. Verify that the materials coming in house are correct per the purchase order and without defects.
 - b. Verify that the quantity ordered on the purchase order matches the quantity received.
3. Prepare and maintain a variety of records and prepare reports as required.
4. Operate and demonstrate use of specialized warehouse equipment and requesting repairs when they are necessary.
5. Production of the various components of Lake Restoration products.
6. Maintains safe and clean work environment by keeping shelves, floors, and work stations neat and clean.
7. Follow established safety procedures and techniques to perform job duties.
8. Perform other duties as assigned.

Qualifications:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to meet physical requirements including:
 - a. A variety of standing and walking throughout the day.
 - b. Repeated twisting at the torso while lifting and pulling inventory from shelves.
 - c. Regular lifting of 20-30 pounds and occasional lifting of 50 pounds.
 - d. Exposure to changes in temperature and humidity.

3. Basic math skills
4. Ability to multi task and work within deadlines.
5. Excellent attention to detail and organizational skills.
6. Education:
 - a. Minimum: High school diploma
7. Experience:
 - a. Preferred: Fork-Lift Certified with operating experience.
 - b. One year warehouse or related experience.