



1520 Ardmore Ave.  
Itasca, IL 60143  
Ph: 800.447.4230

**Position: Warehouse - General (CHI)**

**Reports to: Warehouse Manager**

### **Duties and Responsibilities**

- Assist in shipping, inventory receiving, inventory control, buyout receiving, quality control, order coordinator, loading and unloading shipments.
- Delivery/Pick Up driver as needed using company truck
- Notifies Manager to schedule shortages on warehouse materials as needed (ex: crating materials, pallets and crates for export orders in compliance for export regulations)
- Works with Manager to schedule maintenance and repairs for all warehouse equipment
- Assists Manager with building & grounds maintenance at Chicago location
- OSHA Certified Operator safety trainer for forklift, safety site, equipment safety
- Operate socket weld machinery (training provided after other skills are well developed/established)

### **Knowledge, Skills and Abilities**

- Proficient in performing all shipping and receiving functions and procedures.
- Good communication skills and be able to make decisions as well as excel at problem solving.
- Knowledge of AIV's computer system, applications, and programs related to warehousing and inventorying
- Knowledge of the company's rules, procedures, and practices pertaining to warehousing, inventory control, and valves/materials distribution
- Principles of warehouse organization
- Principles of warehouse safety and security
- Use technology in the maintenance of an effective warehouse
- Expedite flow of materials
- Analyze work requirements and establish performance standards
- Analyze procedural problems and determine causes of errors or inefficiency
- Maintain accurate records and prepare reports as needed
- Conduct daily routine cycle counts

### **Education and Qualifications**

- OSHA certified operator safety trainer certificate a plus
- Certification in import/export licensing a plus
- Inventory Management and development training a plus
- Forklift & Reach Truck