



BALLAST POINT®

DEDICATED TO THE CRAFT

Ballast Point Warehouse Operator Position

Position Summary:

This employee will work in an industrial setting, and will be around machinery, loud noises, and moving forklifts. They will assist the Warehouse Manager in shipping, receiving, and transfers of product and raw materials, as well as perform inventory control. They will have access to inventory and accounting software to perform inventory related duties. They are responsible for maintaining high standards of quality in every aspect of their job and are expected to report and/or correct any substandard quality issues, as necessary. This individual will report to the Warehouse Manager and will play a key role in driving the company's high-volume needs and quality expectations. They will uphold Ballast Point's Code of Conduct, Employee Handbook, Mission, and Values in every aspect of their duties.

Key Responsibilities:

- Assist and support Warehouse Operators in maintaining a safe, clean, and organized work environment by monitoring, communicating, and reviewing basic cleanliness and protocols directly with the team
- Train new team members on protocols and procedures, with focus on 5S and continuous improvement efforts
- Accurately and efficiently document orders for distribution, ensuring product is rotated properly and inventory statuses are enforced
- Maintain accurate inventory by resolving and reporting variances, reviewing physical inventory against AX accounting software, and compiling/saving inventory reports on secure shared staff drive
- Ability to accurately track progress of warehouse inventory
- Use and uphold the First In First Out (FIFO) method for product rotation
- Use strong oral and written communication skills to report any billing issues and inventory adjustments to Warehouse Manager, Warehouse Lead(s), and accounting representative(s), as needed
- Communicate shortages and out-of-stock items to Distribution Team for reallocation or rescheduling
- Execute excellent customer service to peers, managers, vendors, consumers, and other appropriate associates

Required Qualifications:

- High school diploma or general education degree (GED), two to three years related experience and/or training, or equivalent combination of education and experience
- 2+ years of forklift and equipment work experience
- Ability to work in various weather conditions due to indoor and outdoor work duties

Preferred Qualifications:

- Inventory software experience such as Microsoft Dynamics AX or similar
- Ability to work flexible work schedules such as weekends, overnights, holidays and alternative work weeks
- Strong interpersonal, verbal, and written communication skills

Physical Requirements/Work Environment:

- Ability to work at least 8 hours per day
- Manual materials handling, with the ability to lift at least 50 lbs. consistently and reach at/above/below shoulder level
- Will frequently lift, push, pull, and move items weighing 50 lbs. or more.
- Ability to work through long periods of sitting, with occasional walking, standing, squatting, kneeling, crouching and bending to perform necessary job duties
- Will work in an industrial setting with heavy moving machinery, loud noises, textured floors and chemical hazards; flooring may become slippery from moisture and other elements; this position requires constant attention to hazards and safety concerns

Other Duties:

Please note this Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ballast Point is an Equal Opportunity Employer.