

Warehouse Employee's Job Description

Warehouse responsibilities will include, but are not limited to:

- Maintaining a clean and organized warehouse at all times
- Loading and unloading trucks that arrive or need to be shipped out
- Measuring slabs accurately when receiving transfers and shipping out materials
- Assisting walk-in customers with their slab selections
- Provide support for the front office as needed
- Signing and following proper procedure regarding incoming and outgoing paperwork

Customer services responsibilities will include, but are not limited to:

- Answer phones in absence of front desk representative
- Aid with all delivery/ transfer paperwork
- Provide any needed support for inside/ outside sales team.
- Follow up with customers and other miscellaneous duties as needed.

As part of your position you will also be required to work Saturday from 9am till 3pm and Wednesday nights till 7pm on rotation per the Locations Manager's schedule as part of our standard customer service routine.