



| Position Description | | | |
|----------------------|----------------------|----------------------|--|
| Job Title: | Warehouse Specialist | Date: | November 2024 |
| Reports to: | Warehouse Supervisor | Department: | Operations |
| Location: | Greenville, SC | FLSA Classification: | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt |

| Position Summary |
|---|
| The Warehouse Specialist will be responsible for stocking and maintaining inventory, ensuring the efficient operation of the warehouse, and supporting the Operations and Sales Teams. This role requires strong organizational skills, attention to detail, and the ability to work in a fast-paced environment. |

| Position Responsibilities- Essential |
|---|
| <p>This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.</p> |
| <ul style="list-style-type: none">• Responds to direction of the Warehouse Supervisor.• Operate warehouse equipment such as forklifts and pallet jacks.• Responsible for all pre-sold, customer-owned products being stored and delivered to and from the warehouse.• Assist in executing a master warehouse plan.• Executes all receiving, storing, inventorying, and delivering processes associated with warehouse operations.• Maximizes efficient use of all space in the warehouse.• Responsible for all outbound freight and preparing deliveries which includes pick and pull verification and make-ready operations in an accurate and timely manner.• Maintain a positive customer service experience with all customers (both internal and external)• Responsible for all housekeeping, maintenance, and repair of all dealership facilities.• Assists in the Return of Goods (RGA) process and initiates and tracks all freight claims.• Assists in warehouse equipment maintenance.• Maintains warehouse location sequence information.• Ensure OSHA compliance and training within the warehouse.• Serves as a liaison with vendors, carriers, and internal departments. |

| Position Responsibilities- Non-Essential/Other |
|--|
| <ul style="list-style-type: none">• Performs other related duties as assigned. |

| Essential Skills and Experience |
|---|
| <ul style="list-style-type: none">• HS diploma or equivalent work experience.• License to drive. |

| Beneficial Skills and Experience |
|---|
| <ul style="list-style-type: none">• Experience using handheld Scanning Device.• Proficiency with basic computer programs such as e-mail, Word, Excel.• Previous experience in moving or furniture delivery.• Proven track record of excellent customer service skills.• Certified Forklift and Cherry Picker Operator |

| Performance Success Factors |
|--|
| <ul style="list-style-type: none">• Positive comments and interactions from internal customers.• Positive ratings on any and all formal and informal customer surveys including spot audits.• Accuracy and professionalism of materials, reports and written communication |

| Reporting & Management Responsibilities |
|--|
| <ul style="list-style-type: none">• This position has no direct reports. |



| Physical and Sensory Demands | | | |
|----------------------------------|------------|----------------------|--------------|
| Physical Demands | | | |
| Sit | Frequently | Reach Above Shoulder | Frequently |
| Walk | Frequently | Climb | Occasionally |
| Stand | Frequently | Crawl | Occasionally |
| Handling | Frequently | Squat or Kneel | Frequently |
| Reach Outward | Frequently | Bend | Frequently |
| Lifting Requirements | | | |
| 10 pounds or less | Frequently | 51 - 100 Pounds | Frequently |
| 11 - 20 pounds | Frequently | > 100 Pounds | Occasionally |
| 21 - 50 pounds | Frequently | | |
| Pushing and Pulling Requirements | | | |
| 12 Pounds or Less | Frequently | 41 – 100 Pounds | Frequently |
| 13 - 25 Pounds | Frequently | > 100 Pounds | Occasionally |
| 26 - 40 Pounds | Frequently | | |

Definitions:

- Not Applicable - Activity is not applicable to this occupation.
- Occasionally - Occupation requires this activity up to 33% of the time (0 - 2.5+ hours/day).
- Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day).
- Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day).

Environmental Hazards:

The job risks exposure to no known environmental hazards.

Sensory Requirements:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Additionally, employees are expected to abide by all internal control & compliance practices to:

Safeguard assets from theft and misuse.

Ensure segregation of duties to minimize fraud.

Comply with business ethics, applicable laws, and regulations.

Maintain confidentiality of proprietary information.

Periodically reconcile physical assets to accounting records.

Safely perform all job duties.

| | | |
|---------------------|--------------------|-------------|
| Print Employee Name | Employee Signature | Date Signed |
|---------------------|--------------------|-------------|

| | | |
|-------------------------------|------------------------------|-------------|
| Print Manager/Supervisor Name | Manager/Supervisor Signature | Date Signed |
|-------------------------------|------------------------------|-------------|