**Company Overview**

Diamond Assets LLC is a national Asset Management organization, specializing in IT buy-back programs for organizations across the country. It is our mission to design programs that deliver a combination of aggressive pricing and exceptional service, allowing our clients to expand their technology sustainability plans.

**Job Description: Position: Warehouse Associate 1**

The ideal candidate is detail-oriented and able to work in a fast pace environment. This candidate will be assisting with general warehouse activities including receiving, shipping, inventory departments.

**Responsibilities:**

• Assist with receiving incoming product

• Assist with preparing outbound orders for shipping

• Assist with scanning and verifying outbound orders

• Perform quality checks on shipments and fill orders using the correct accessory

• Operate pallet jack, pallet wrapper, and bander

• Assist with building packaging for shipments

• Assist with routine inventory check

• Help maintain a clean and organized warehouse

• Perform other duties as assigned

**Education, Skills & Experience**

* 1 year prior receiving experience
* Good written and verbal communication skills
* Must be well organized
* Must work well in an fast-paced environment with dynamic requirements and priorities
* Strong sense of urgency; flexibility in meeting deadlines
* Must be capable of lifting up to 50lbs; must be able to stand and walk for extended periods of time
* Attention to detail and committed to managing problems through resolution
* Being adept with MS Office tools such as Word, Excel and Outlook is necessary
* Experience with ERP systems is a plus

**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**