

## Company Description

Since 1983, Chrom Tech has provided technical expertise in the chromatography field by recommending products to meet our customers analytical requirements. We're proud to be a worldwide distributor of chromatography consumables to leading labs and facilities across all industries, including (but not limited to) university research labs, clinical and forensic laboratories, pharmaceutical labs, ethanol refineries, cannabis testing, and industrial engineering applications. Chrom Tech is proud to be a certified women owned business.

## Job Title: Warehouse Clerk Lead

## Reports to: Director of Operations

## Position Summary

The Warehouse Clerk Lead is responsible for assisting in a variety of warehouse duties including accurately pulling, packaging, and shipping international customer orders. receiving, and keeping the warehouse stocked with essential inventory.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accurately pull, pack and ship international customer orders in a timely manner according to shipping deadlines
- Receive inventory and reconcile quantities and description with packing list.
- Neatly stock inventory, repackage as necessary, and adhere to FIFO stocking guidelines
- Reconcile packing lists with purchase orders and file
- Ensure shipping supplies are well stocked and organized
- Maintain shipment files for shipping methods
- Assist Warehouse Clerk when needed with pulling customer orders, maintaining inventory list, and shipping packaged orders
- Keep warehouse clean and tidy which includes disinfecting, empty trash and recycling, sweeping and general cleaning
- Assist as needed with accounts payable duties

## Core Values

- Customer Centric
- Betterment
- Follow Through
- Employee Centric

## Competencies

- Manage Work Effectively
- Attention to Detail
- Seek Customer Satisfaction
- Show Initiative and Commitment
- Demonstrate Credibility
- Understand and Resolve Issues

## Required Education and Experience

- High school diploma or equivalent
- Two+ years' experience working in a warehouse
- Attention to detail
- Excellent organizational skills
- Computer literacy

## Supervisory Responsibility

This position has no supervisory responsibilities.

## Work Environment

This job operates in a warehouse and the worker is subject to environmental conditions. There is protection from weather conditions but not necessarily from temperature changes. The warehouse is heated but not air conditioned. Ceiling fans are installed in the area where most of the work is performed.

## Physical Demands

The worker can be expected to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The worker is required to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, use fingering to operate office equipment such as a computer, grasp, talk, hear and use repetitive motion. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

## Position Type and Expected Hours of Work

This is a full-time position. 40 hours per week are expected. Days and hours of work are generally Monday through Friday during normal business hours.

## Travel

No travel is expected for this position.

## AAP/EEO Statement

We are an EEO employer.

## 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.

## Apply

E-mail resume and cover letter to Jeanette Morrison at Chrom Tech, Inc.

Jeanette Morrison

Director of Finance & Administration, Chrom Tech, Inc.

[jeanette@chromtech.com](mailto:jeanette@chromtech.com)

<https://chromtech.com/aboutus>