Job Title: Warehouse Worker - Large Print Shop

Company Overview:

We are a prominent and well-established print shop renowned for delivering high-quality printing and customization services to our diverse clientele. As a Warehouse Worker for our large print shop, you will play a crucial role in ensuring smooth operations within the warehouse, managing inventory, and facilitating the efficient movement of materials and finished products.

Job Summary:

As a Warehouse Worker in our large print shop, your primary responsibility is to support the overall warehouse operations. You will handle incoming and outgoing materials, manage inventory levels, organize supplies, and collaborate with different departments to ensure the timely and accurate delivery of materials for print production.

Responsibilities:

1. Material Handling: Receive, inspect, and store incoming materials, such as paper, fabrics, inks, and other printing supplies.

2. Inventory Management: Maintain accurate inventory records, monitor stock levels, and initiate reorder requests to ensure an uninterrupted supply of materials.

3. Order Fulfillment: Prepare and pack orders for delivery to the production team, ensuring that all required materials are correctly and promptly supplied.

4. Material Distribution: Collaborate with production staff to distribute materials and printed products to the appropriate departments.

5. Quality Control: Conduct periodic checks on inventory to ensure that materials are stored properly and in good condition.

6. Shipping and Receiving: Assist in shipping and receiving activities, verifying incoming and outgoing shipments, and processing relevant paperwork.

7. Equipment Maintenance: Ensure that warehouse equipment, such as forklifts or pallet jacks, are well-maintained and report any maintenance needs promptly.

8. Organization and Cleanliness: Maintain a clean and organized warehouse environment to ensure safety and efficiency in operations.

9. Record Keeping: Maintain accurate records of incoming and outgoing materials, inventory levels, and order fulfillment.

10. Team Collaboration: Work closely with production teams, supervisors, and other warehouse workers to support the overall operations of the print shop.

Requirements:

1. Physical Stamina: Capable of handling manual tasks involving heavy lifting and standing for extended periods.

2. Organizational Skills: Strong organizational skills to manage inventory, materials, and warehouse space effectively.

3. Attention to Detail: Meticulous approach to maintaining accurate inventory records and order processing.

4. Adaptability: Willingness to work in a fast-paced environment and handle multiple tasks simultaneously.

5. Team Player: Ability to collaborate effectively with colleagues to achieve common goals.

6. Communication: Basic communication skills to follow instructions and interact with team members.

7. Safety Awareness: Committed to adhering to safety guidelines to ensure a safe working environment.

8. Prior Experience: Previous experience in a warehouse or inventory management role is a plus, but not mandatory as on-the-job training will be provided.

Join our dedicated team as a Warehouse Worker in our large print shop, and contribute to the efficient functioning of our warehouse operations. Your attention to detail and commitment to maintaining a well-organized warehouse will play a crucial role in supporting our print production and ensuring timely delivery of high-quality printed products to our valued customers.