

Carroll County Coop – Tazewell & Wytheville Branches are looking for a **full-time Warehouse Associate**. The ideal candidate will have experience handling inventory and operating industrial equipment, including forklift, front-end loader, pallet jack, will be outgoing and friendly, and have familiarity with the agriculture industry.

Essential Job Functions

- Provide prompt and courteous customer support. Assist customers with filling orders, lifting and accessing products, and loading merchandise into vehicles. Verify invoices to ensure proper merchandise and quantities are loaded. Effectively secure loads.
- Receive merchandise deliveries at facility warehouse according to established procedures. Unload merchandise in various forms including pallets, boxes, bulk, and/or large items utilizing proper equipment (forklift, front-end loader, skid loader, pallet jack, etc.) and manual lifting as appropriate. Count and verify accuracy of delivery by comparing to purchase orders and reviewing shipping documents. Inspect items for damage or defects.
- Safely move merchandise throughout the warehouse utilizing proper equipment, including manual lifting. Perform full pallet put-away, accurately storing merchandise in warehouse racking or other designated locations. Manually stack down mixed pallets, sorting merchandise for warehouse storage or showroom replenishment.
- Perform showroom replenishment. Stock merchandise ensuring shelves and displays are neatly faced and organized and that items are accessible to customers.
- Deliver bulk and/or packaged merchandise to customer locations utilizing Coop vehicles.
- Fill propane cylinders. Operate all propane-related equipment according to established procedures and safety protocols, and in compliance with training and licensing requirements.
- Assist facility team members in taking physical inventory according to established guidelines.
- Perform daily housekeeping duties and general facility maintenance to keep warehouse, showroom, outside lot and display areas neat and safe. Keep aisles and walkways clear of debris. May perform lawn care, snow removal, painting, and a variety of other general maintenance assignments as determined by location needs.
- Works safely as to not cause harm to self, customers, co-workers, equipment or inventory.
- Monitors entrances and exits in an effort to promote store safety, security and to minimize merchandise loss.
- Performs all other job functions as assigned.