



Warehouse / Stocking Associate

Compensation: Competitive, Based on Experience

Benefits offered: Medical, Dental, Vision, 401K, Vacation/Sick Time, Paid Holidays

Employment: Full- Time (40 hours/week plus frequent opportunity for overtime)

Job Brief:

We are seeking a Warehouse / Stocking Associate to become an integral part of our growing, dynamic team! Applicants would perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.

Responsibilities:

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Prepare parcels for mailing
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment

Qualifications:

- High School diploma or equivalent preferred
- 1-2 yrs previous warehouse experience preferred
- Good communication, organizational, time management mathematical skills
- Dependable and Reliable
- Inventory, Equipment maintenance, data entry and computer skills may be required

About Advanced Thermal Solutions, LLC:

Serving Washington DC, Northern Virginia, and Maryland, Advanced Thermal Solutions is an HVAC manufacturers' representative committed to providing quality service and innovative solutions to engineers, contractors and owners. Our success is a testament to putting our customers first.

601 N. Hammonds Ferry Road, Suites F-G | Linthicum, MD 21090

Providing Engineers, Contractors & Owners with Innovative HVAC Solutions

Phone: 410.247.7901 | Fax: 410.247.3550 | www.ats-hvac.com