TARWATER

JOB POSTING:

Department: Customer Experience
Position: Warehouse Associate
Location: 4107 NW Topeka Blvd.
Topeka, Kansas

SCHEDULED WORK HOURS:

Dependent upon the agreed upon work schedule, the successful candidate will have a work schedule falling within the operating hours of the store.

Monday - Friday: 8:00am – 6:00pm
Saturday: 8:00am – 4:00pm

SUMMARY OF PRIMARY DUTIES AND RESPONSIBILITIES:

Under the general direction of the Warehouse Manager, the ideal candidate will actively participate in and execute all activities associated with fulfilling the customer purchase of farm products stored within our warehouse. This includes ensuring trucks are unloaded and items are put-away timely and safely. Warehouse items include such things as fencing material, cattle feed, dog food, lawn seed, bales, etc. The successful candidate will support and engage the customer in satisfying their order and ensure, to the best of our ability, they leave satisfied and fulfilled in their intended purpose. In addition, daily responsibilities related to stocking inventory and store maintenance are required. Other duties will include, but are not limited to, the following:

- Answer radio calls supporting front counter and customer requests
- Ensure customers are greeted at dock and loaded timely and accurately
- Understand operating guidelines associated with Warehouse activity
- Maintain and operate fork-lift with necessary training and certifications
- Check-in and put-away inventory understanding the internal flow of freight
- Maintain clean/organized facility (mowing, spraying, string trimming, etc.)

SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED:

A basic understanding and passion for agricultural and farm supplies and equipment, the use thereof, and how such supply and equipment can benefit a customer and the land it maintains is preferred, not required. Experience in the customer service realm is preferred, not required. A general understanding of methods and practices for supporting a retail business as they relate to day-to-day operations is preferred, not required. Must be able to identify, recommend, and communicate observations and/or thoughts to management related to improving an excellent Customer Experience. Must be able to work effectively with others in a team environment. Must demonstrate exceptional skills in interpersonal relations, self-motivation, organization, and dependability.

LICENSES, CERTIFICATIONS, AND/OR TESTING REQUIRED:

Must possess a valid driver's license.

WORKING CONDITIONS:

Indoor and outdoor working conditions. No overnight travel required. Must be able to lift 50 pounds. Must have a satisfactory work record including excellent attendance.

Disclaimer: The above information has been designed to indicate the general nature and level of work performed by employees within this department. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.