

HPM Building Supply

Job Description

Job title:	Custom Metal Roofing (CMR) Warehouse Clerk	FLSA:	Non-exempt
Location:	Keaau (Shipman Manufacturing)	Reports to:	CMR Production Manager
Department:	Custom Metal Roofing	Last Updated:	01/05/2023

Job Summary

The Warehouse Clerk services customers for will-calls, deliveries, Young Brothers sailing and inter-branch transfers. They make sure the products that they pull and pack are accurate and in excellent condition. The warehouse clerk also keeps the warehouse neat and organized, receives product, and helps in keeping accurate inventory records.

Essential Functions

- Performs daily inspections of forklifts and front overhead crane and submits completed checklists
- Performs daily morning check on the order monitor of stock transfers to be sent and received, daily deliveries and Young Brother's sailing
- Provides an excellent level of customer service, while driving sales by:
 - Promptly greeting phone and walk-in customers
 - Preparing will-call orders for customers
- Prepare and process paperwork for deliveries, inter-branch transfers and Young Brothers orders to ship inter-island
 - Organize paperwork per delivery type (delivery, inter-branch and Young Brothers)
 - Fill out branch tags and attach to designated items
 - Verify each item on the order is checked three times and has three initials
 - Email delivery manifest to designated branches/locations
- Prepare transfer orders for delivery, inter-branch transfer and inter-island transfer
 - Wrap roofing panels with Custom Metal Roofing paper
 - Pack and strap flashings and accessories on pallets
 - Stage transfer orders outside
 - Push all stock transfers through and give paperwork to Driver
- Receive and process stock inventory
- Walk through assigned area at beginning and ending of shift, cleaning up any debris
- Prepare and build pallets for future orders
- Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education and Training Requirements: High School Diploma or Equivalent. Must have forklift certification or the ability to become forklift certified.

Knowledge and Ability Requirements:

- Physical requirements include the ability to twist, bend, squat, reach, climb a ladder and stand for extended periods of time.
- Must be a team player who has the ability to learn quickly.
- Must be self-director, able to manage own time and execute tasks on schedule.
- Must be proactive and look for additional tasks when work is complete.
- Must have basic computer skills
- Requires problem solving skills and the ability to think methodically through each step in a process and then take careful, precise action to execute task or procedure.

Experience Requirements: Previous warehouse experience is helpful but not required.

Other Information

- Punctuality and regular attendance are mandatory
- Strict adherence to impeccable safety standards is a must
- Work environment is outside warehouse exposed to elements; must work rain or shine
- Required to wear steel-toed shoes and high-visibility uniform shirt
- Ability to lift 50lbs

Owner Signature

Manager Signature

Owner Name (please print)

Manager Name (please print)

Date

Date

Note: We use the term "owner" instead of employee since we are 100% employee owned!