

Job Description



Distribution Specialist

JOB POSTING – Mazzella Companies Memphis, TN

Position Summary

Responsible for the movement and storage of product within the distribution center; warehousing functions include receiving, put away, picking and shipping; responsible for filling customer orders in a manner that meets Company standards for safety, security and productivity.

Job Duties

1. Responsible for production to meet Mazzella Co. ISO standards
2. Operation of a Powered Industrial Truck (PIT) and/or pallet jack
3. Follow all safety guidelines for operation of PIT, including daily operational checklist and proper wearing of Personal Protective Equipment (PPE)
4. Receive product by checking each pallet for accuracy (part number and quantity) and keying in the Warehouse Management System (WMS)
5. Put away product by transporting it from the receiving dock to the exact location assigned through the computer system and placing product in the proper location
6. Accurately pick customer orders by ensuring the correct quantity and type of product is selected from the correct location and transported to the shipping staging area
7. Ship customer orders by verifying completeness and accuracy of order, selection of the appropriate shipping method and loading product on the delivery truck
8. Conduct bin audits and cycle counts to maintain inventory accuracy
9. Maintain a clean, neat, orderly work area
10. Comply with all OSHA and MSDS standards and facility safety rules
11. Other duties as assigned

Education

A high school diploma or GED and trade school preferred; trade school or military experience a plus

Experience & Skills

- PIT and pallet jack experience preferred
- Requires solid written and verbal communication skills
- Excellent math and measurement skills are required
- Must be able to lift and/or pull a minimum of 50 pounds frequently
- Excellent math skills and overall PC literacy (Microsoft Office) are required
- Must be detail oriented, self-motivated and disciplined with the ability to multi-task
- Must successfully complete a criminal background check, physical, drug screen and E-verify

Travel

Travel for this position is rare; less than 10%

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to jwallenhorst@mazzellacompanies.com or fax resume and cover letter to 440.239.5703.

Or, mail resume and cover letter to:
Human Resources
Mazzella Companies
21000 Aerospace Parkway
Cleveland, OH 44142

Mazzella Companies participates in the federal government's E-Verify program. With all new hires, we provide the Social Security Administration and when applicable, the U.S. Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

This job description is not meant to be an all-inclusive list of duties, functions and/or responsibilities of this position. Other related functions and responsibilities may be assigned by the immediate supervisor as required to complete assignments or initiatives. Mazzella Companies reserves the right to change, add, delete or modify job functions as necessary based on business necessity. The Company or employee, independently, has the right to terminate employment at any time for any reason; employment is at will. This job description does not promise or guarantee continued employment with Mazzella Companies.