



# Employment Opportunity

## Warehouse Associate

Lafayette Industries has immediate openings for a qualified **Warehouse Associate** at our Manchester MO location. This is a full-time, hourly, non-exempt position. Day Shift, Monday-Friday. Occasional overtime may be required.

**Position Summary:** Performs all facets of warehouse operations, including accurate documentation of warehouse activities and inventories; physically shipping, receiving, storing, sorting, picking component parts and finished goods.

**Position Responsibilities:**

- Operate various types of forklifts.
- Pull materials and places in staging area to supply production lines as needed
- Unloads and receives items incoming component goods
- Loads outgoing shipments of finished products
- Maintains accurate records on receipts and shipments
- Inspects all receipts for accuracy, defects and damages
- Stores all items on the Warehouse floor including items received in and returned from the production floor.
- Performs routine physical inventories.
- Maintains a safe, organized and clean work area.

**Qualifications:** High School diploma required. *Post-secondary education desired or equivalent experience.* 1-3 years' experience in shipping and receiving procedures, preferably in a manufacturing environment. *Knowledgeable in warehouse procedures, including cycle counting and perpetual inventory.* Previous experience with the safe operation of material handling equipment including proficiency with stand behind, push/pull, electric, pneumatic, scissor and hand jack operations. *Basic data entry skills.* Ability to interpret documents such as operating and maintenance instructions, safety rules and procedures manuals. *Ability to calculate mathematical values.* Ability to follow up and problem solve. *Superior organizational skills.* Attention to detail, self-starter, excellent communication skills. *Ability to regularly lift and/or move objects up to 10 pounds and frequently lift and/or move objects up to 50 pounds.*

*Lafayette Industries is a Contract Packager offering a variety of packaging, assembly and other business services. Our Mission is to exceed the customer's expectations while employing hundreds of adults with disabilities within our business operations. Our West facility is located at 179 Gaywood Drive, Manchester MO. Visit our website for more information about our company and this position: <http://www.lafayetteindustries.com/>*

*We offer a competitive compensation & benefits package.*

**How to Apply:** If you are interested in this position, email your resume to Vicki Whiteside, Human Resources, at [hr@lafayetteindustries.com](mailto:hr@lafayetteindustries.com) or call 636-227-5666, ext. 1120.