

JOB DESCRIPTION



Warehouse Clerk I

Reports To: Warehouse and Facilities Manager
Department: Warehouse
Status: Non-Exempt
Revision: November 23, 2016

POSITION SUMMARY:

Perform various destruction duties, inventory functions, courier runs, and general everyday tasks at BerkOne locations. Represent BOS professionally at all times while following SOP and guidelines for internal and external work.

POSITION DUTIES:

- Document Destruction for outside of company:
 - Pull approved material
 - Prep material for outside pickup.
 - Record destruction material for permanent record.
 - Record destruction numbers for each client in BOS billing spreadsheet for billing.
 - Loading and unloading of document destruction services.
 - Cleaning and maintenance of shredder and shred area.
- Document Destruction done internally:
 - Setup shredder area
 - Pull approved material.
 - Destroy approved material.
 - Record destruction material for permanent record.
 - Record destruction numbers for each client in BOS billing spreadsheet for billing.
 - Loading and unloading of document destruction services.
 - Cleaning and maintenance of shredder and shred area.
- Client Pulls:
 - Use correct systems to complete each pull.
 - Complete pulls as needed.
 - Maintain inventory.
 - Pull and return pulls to correct location.
 - Comply with all SLA and HIPAA agreements.
- Point of contact in emergency situations when Warehouse Manager, Level 3, and Level 2 Clerks are unavailable.
- Follow and suggest improvements to current SOP's
- Everyday workflow items:
 - Monitor task tracking and help desk orders; completed as assigned.
 - General clean up to maintain building cleanliness.
 - Assist departments in various jobs they request help with.
 - Checking and restocking supplies.
- Utilize materials as necessary according to specifications for each job/ client.
- Adjust and troubleshoot hardware; according to required specifications for each job, and to ensure productivity in the process. Identify hardware/ software problems, take independent action to remedy and / or promptly contact supervisor.
- Effectively operate all hardware as related to any assignment.

- **Courier Runs:**
 - Scheduled client runs such as Synthes, USPS, FedEx, HAB, interoffice, bank, and others.
 - Other pickups as assigned.
 - Travel to and from sites, track inventory, maintain and handle manifests.
 - Work within set time limits, complete courier runs by set pickup/ delivery times, and maintain client specifications for each assignment.
- Assist in supporting/ training other staff on any applications.
- Maintain strictest confidentiality concerning all work while outside the company; and internally discussing relative information with interested parties as necessary.
- Assist in gathering correct information for billing purposes.
- Unload, sort, and load various types of packages as required.
- Complete all tasks using defined job processes with a high level of accuracy.
- Warehouse duties include but are not limited to:
 - Receiving, check in, verification and properly putting into inventory incoming paper and envelope shipments
 - Cardboard removal
 - Trash removal from designated areas
 - Keeping warehouse area clean and neat.
 - Receiving and verification of all incoming shipments including FedEx, UPS, etc.
 - Inventory control of mail opening supplies
 - Stocking and putting away postal supplies.
 - Outgoing mail shipments package, wrapped, prepped, and set for delivery.
 - Data entry for warehouse inventory.
- Perform other job duties as assigned.

POSITION REQUIREMENTS:

- **Integrity:** Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, works with integrity and ethically, open and honest communication
- **Innovation and Improvement:** Displays original thinking and creativity, develops innovative approaches and ideas, generates suggestions for improving work and meets challenges with resourcefulness
- **Teamwork with Accountability:** Balances team and individual responsibilities, supports everyone's efforts to succeed, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above own interests, looks for ways to improve and promote quality, monitors own work to ensure quality
- **Problem Solving:** Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions
- **Customer Service:** Manages difficult or emotional customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance
- **Oral Communication:** Speaks clearly and persuasively in positive or negative situations, listens and gets clarification and responds well to questions
- **Written Communication:** Writes clearly and informatively and presents numerical data effectively
- **Judgment:** Displays willingness to make decisions, exhibits sound and accurate judgment, includes appropriate people in decision-making process and makes timely decisions
- **Planning/Organizing:** Prioritizes and plans work activities, plans for additional resources, sets goals and objectives, and organizes or schedules other people and their tasks
- **Quality:** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Training, Certificates, and Licenses:

- Basic Microsoft Windows Operating System knowledge. Working knowledge of personal computer and Microsoft applications; including but not limited to Microsoft Word, Outlook, and Excel.
- Must possess and maintain a valid driver's license.

Language Ability:

- Ability to solve practical problems and follow written, verbal, or diagrammatic instructions independently.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

- Ability to perform basic mathematical calculations; add, subtract, multiply, and divide whole numbers, including fractions, decimals, and percentages.

Reasoning Ability:

- Ability to solve practical problems.
- Ability to interpret instructions.
- Ability to present information and statistics clearly.

POSITION WORKING CONDITIONS/ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee may work near moving mechanical parts; fumes or airborne particles; risk of electrical shock and vibration.
- The employee is required to safely operate on road vehicles on daily basis.
- The employee is required to regularly safely operate machinery such as forklifts, pallet jacks, shredders, hand tools, etc.
- The noise level in the work environment is usually moderate.

Physical Demands:

- The employee must **regularly** lift and /or move up to **50** pounds,
- The employee must **frequently** lift and/or move up to **100** pounds, and
- The employee must **occasionally** push up to **1200** pounds.

Physical Activities:

- While performing the duties of this position, the employee is regularly required to stand, use hands to finger, handle or feel.
- The employee is frequently required to walk; reach with hands and arms and stand, climb or balance, stoop, kneel, crouch, or crawl and talk or hear.
- The employee is occasionally required to sit.

EDUCATION AND EXPERIENCE:

- High school diploma or general education degree (GED); and
- Minimum 6 months related experience and/or training; or
- Equivalent combination of education and experience.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Position duties are intended to describe those functions that are essential to the performance of this job. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification.