

WAREHOUSE/CUSTOMER SERVICE
Job Description

Reports To: Portland Operations Manager

Status: This position is full-time, non-exempt status

Classification: Regulated/safety-sensitive position

Job Summary:

Office/warehouse position that supports outside sales and processes sales orders by meeting needs of customers. Maintain/operate warehouse functions and transfer of products.

Duties and Responsibilities:

1. Works with outside sales representative to complete sales transactions and provide customer service.
2. Warehouse organization and truck loading.
3. Coordinate stock transfers between warehouse facilities.
4. Acts as "Order Desk" for existing customer orders and "Will Call" for order pickup.
5. Shipping and receiving. Interacting with common carriers.
6. Performs emergency response duties as necessary.
7. Must comply with all company safety, security, quality and environmental standards.
8. Works within the Tarr System Manual built upon the framework of ISO 9001 Quality Management System and Responsible Distribution Process requirements.
9. Performs other duties as assigned by management.

This description reflects the general details considered necessary to describe the principal functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

Qualifications:

1. Must successfully pass required physical, respirator and drug screenings.
2. Must have good hand/eye coordination and good motor skills.
3. Must be dependable, reliable and mature enough to handle equipment and chemicals safely and sensibly.
4. General knowledge of warehouse procedures.
5. Some knowledge of general chemistry is recommended and knowledge of handling hazardous materials is helpful.
6. Excellent communication and “people skills”.
7. Knowledge of Federal DOT regulations and Hazardous Materials.
8. Ability to work with little supervision while handling multiple priorities.
9. Organizational and time management skills.
10. Must be detail oriented with a high level of accuracy.
11. Must have basic computer skills including word processing, internet access and spreadsheet software.
12. Clean driving record.
13. Fork lift certified.