



## **OPERATIONS GENERALIST**

### **General Duties**

- Unload delivery trucks and receive daily orders
- Determine that product is set up correctly (i.e., serialized vs. not serialized) in NetSuite
- Count incoming shipments and verify information against delivery drivers' manifest and BITS' purchase orders or other records
- Examine and unpack incoming shipments; record shortages and reject damaged items
- Sort incoming packages (e.g., repairs, warranty parts, internal use, customer owned product)
- Identify, count, verify and track all product by utilizing NetSuite to maintain accurate inventory records
- Regularly enter inventory data into NetSuite on a timely basis
- Correctly label product with customer identification tag
- Assist with putting product away product in the warehouse in a neat and organized fashion, including palletizing product
- Assist with picking sales orders and packaging product for shipment
- Assist with keeping warehouse clean and organized, including sweeping floor, recycling material and moving pallets
- Perform regular warehouse inspections to ensure that product is undamaged and maintained in a neat and organized manner
- Safely utilize pallet jacks and walk-behind forklift to move product within warehouse according to proper safety instructions and as directed
- Cooperate with staff from other BITS departments to provide information as requested

### **Education / Experience**

- High School Diploma
- 1-2 years in a warehouse environment

### **Software**

- Basic computer skills, including data entry and working knowledge of Microsoft Word and Excel; knowledge of NetSuite a plus
- Willingness to learn new applications

850 Asbury Dr, Buffalo Grove, IL 60089

Main Office 847.793.0600

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### **Other Knowledge, Skills & Abilities**

- Excellent listening, verbal and written communication skills
- Adapts to changes in the work environment
- Arrives at work AND arrives on time [Monday - Friday 8:00 am - 5:00 pm, 1-hour lunch]
- Follows instructions and responds to management direction
- Unquestionable ethics and integrity
- Ability to work well with a team and independently
- Hands-on, detail oriented
- Hustle while you're here!
- Forklift experience/certification a plus (Big Joe)

### **Physical Demands**

- Frequently required to talk, hear, read, sit, stand, walk, bend and utilize hand/ finger dexterity
- Occasionally required to lift/push/carry items up to 40 lbs.

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