



## **SENIOR OPERATIONS GENERALIST**

### **General Duties**

- Read and understand bills of lading
- Inventory management
- 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 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 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, walk-behind forklift and fork truck 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
- Fork truck certification or demonstrated proficiency
- 3-5 years' consistent forklift experience

### **Software**

- Online shipping tools (FedEx Ship Manager)
- Microsoft Excel / Word / Outlook
- NetSuite a plus



### **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!

### **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 50 lbs