



**Job Title:** Warehouse Associate  
**Department:** Operations  
**Reports To:** Warehouse Supervisor  
**Position Status:** Full-Time

**Exemption Status:** Non-Exempt/Hourly  
**Travel Required:** None – 0%  
**Location of Job:** Agawam, MA

---

### Company Overview

Diesel Forward is the nation's leading provider of aftermarket diesel engine fuel systems and technical components for light, medium, and heavy-duty vehicles and equipment. The company and its Alliant Power brand distributes aftermarket new and remanufactured parts through more than 21 central distributors and over 550 service dealers around the world. Diesel Forward is also the largest distributor of top OEM brands to the aftermarket through company-owned warehouses across four U.S. time zones.

### Job Summary

This position receives, stores and distributes products within the warehouse, ensuring safety, accuracy, and timeliness of all job functions.

### Key Departmental Responsibilities

- Receives shipments from vendors and customer parts returns. Verifies correct part numbers and quantities shipped. Unpacks and stocks parts in correct bin locations.
- Picks parts for customer orders assuring correct item number and quantity; package orders for customers in a manner that will minimize damage during shipment; process orders using the delivery method required. Ensures this process takes place in a timely manner.
- Organizes core and part returns for shipment back to vendors.
- Assists with the completion of daily inventories; maintains stock bins by assuring proper sizing, labeling and condition.
- Assists the Warehouse Supervisor in securing the warehouse contents against loss.
- Ensures personal safety and the safety of others by following safety rules and reporting hazards.
- Operates in conformance with the requirements of the Diesel Forward quality management system.
- Assists other employees both in and out of the department.
- Provides feedback on system needs/changes.
- Performs other related duties and assignments as required.

### Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.

3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

**Skills & Qualifications**

High school diploma or equivalent. Forklift operator certification (training provided on-site if needed). Customer service oriented. Well organized. Detail oriented. Regular attendance is an essential requirement. Must have ability to lift up to fifty pounds on a regular basis and up to one hundred pounds occasionally.

**Revision History**

Revision Level	Revision Date	Section #(s)	Description of Change
A	06/22/2018	--	Authored for ISO 9001:2015 compliance.