



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

**Exemption Status:** Non-Exempt/Hourly  
**Position Level:** Staff-Level 1  
**Travel Required:** None – 0%  
**Location of Job:** Windsor

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### Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

### Job Summary

Under the direction of the Warehouse Manager, perform warehouse functions to assure the correct and efficient flow of inventory for both incoming and outgoing shipments.

### Key Departmental Responsibilities

- Receive shipments from vendors and customer parts returns. Verify correct part numbers and quantities shipped. Unpack and stock parts in correct bin locations.
- Pick 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. Ensure this process takes place in a timely manner.
- Pick parts for technicians in the DSC and FIE departments assuring correct item number and quantity. Maintain clear and accurate records of service departments' part usage.
- Organize part returns for shipment back to vendors.
- Aid Warehouse Manager with daily inventories when required; maintain stock bins by assuring proper sizing, labeling and condition.
- Aid Warehouse Manager in securing warehouse contents against loss.
- Ensure personal safety and the safety of others by following OSHA mandated requirements; inform Warehouse Manager any dangerous behaviors in the workplace.
- Operate in conformance with the requirements of the Diesel Forward quality management system.
- Assist other employees both in and out of the department.
- Provide feedback on system needs/changes.
- Perform 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	7/19/02	--	Authored for ISO 900 1:2000 compliance.
B	8/15/02	--	Revised requirements, equip. used.
C	3/3/04	--	Revise format for consistency.
D	08/25/08	--	Update duties and revise format for consistency.
E	8/18/11	--	Revised reporting relationship, primary duties, and equipment/machinery used.
F	6/20/12	--	Revised reporting relationship, updated company name
G	10/8/13	--	Revised job title from Warehouse Personnel to Warehouse Associate
H	8/30/16	--	Updated job description template