



General Warehouse

Denco Sales is a wholesale distributor of equipment and supplies used by visual communications providers including sign manufacturers, digital printers & screen printers.

We are currently seeking an individual to join our Warehouse team. Warehouse personnel are responsible for the efficient and effective processing of all customer orders. Ensures all materials are handled appropriately, maintaining product quality. Ensure the timely and accurate stocking of inbound products, and cleanliness of warehouse and work areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Assist shipping and receiving, unloading trucks, checking in merchandise, matching purchase orders to sales orders and distributing to sales associates for processing.

Reading customer orders, work orders, shipping orders, or requisitions to determine items to be moved, gathered, or distributed and/or shipped.

Moving materials and items from receiving or storage areas to shipping or to other designated areas.

Sorting and placing materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code

May be assigned facilities maintenance duties as needed.

Sweeping, dusting, and mopping. Organizing warehouse and work area for orderliness at all times. Wearing the proper safety equipment.

Valid Driver's License and clean driving record required

EDUCATION, SKILLS and/or EXPERIENCE REQUIREMENTS

High school diploma or general education degree (GED); twelve months or more related experience and/or training; Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure documents. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift

and/or move up to twenty pounds, frequently lift and/or move up to fifty pounds, and occasionally lift and/or move up to one hundred pounds.

BENEFITS

At Denco Sales, we take pride in offering a benefits package that is among the best around. Just as our business strives to meet the changing needs of our customers, our benefits are designed to meet the diverse needs of our employees.

- Group health, dental and vision insurance plans
- Company-paid Life Insurance and optional life insurance for spouses and children
- Long-term disability insurance
- 401(k) Retirement Plan w/ company match
- Generous Paid Time Off (PTO) Plan for vacations and sick leave
- Paid major holidays
- Flexible Spending Plan

Apply today to express your interest in our great organization. We look forward to hearing from you! Please respond [here](#) with your resume and salary requirements.

Equal Employment Opportunity Disclaimer

Denco Sales provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.