Warehouse

The VMS Warehouse position is within the Shipping/Receiving Department and is responsible for shipping, receiving, order pulling, inventory, and material prep.

Responsibilities:

Employees within our Shipping/Receiving Dept play a vital part to our production process.
The job entails the following duties:

- Receives, verifies, and stocks incoming shipments and materials.
- Issues inventory control tag for received materials.
- Establishes and maintains on-hand stock for specified clients.
- Assures timely shipment of customer release orders.
- Performs product shipment packaging per customer requirements and insures safe shipment with professional appearance.
- Operates postage and related equipment in compliance with freight carrier requirements.
- Completes all required paperwork related to product shipment.
- Confirms compliance with customer shipping requirements.
- Ships out-going products in compliance with internal ERP system requirements.
- Maintains work area as prescribed in accordance with company standards.
- Notifies department supervisor of any/all product's non-conformance and any/all equipment abnormalities.
- Assist with material prep. and other tasks within the Shipping/Rec'g Dept.
- Completes all records and forms in accordance with company standards.
- Adhere to the policies as listed in the VMS Employee Handbook.

Minimum Qualifications:

- Ability to be on your feet for upwards of the entire shift.
- Have the ability to lift 25 - 75lbs boxes/packages on regular basis.
- Proficiency with using measuring devices (reading a ruler, tape measure, etc).
- Proficiency with computers.
- Experience with ERP system(s) a plus.
- Excellent communication and organizational skills required.
- Strong organization, time management, problem-solving, and multi-tasking skills.
- Self-starter with ability to work independently with minimal supervision.

Education/Experience:

- High School diploma/GED or equivalent required.
- 1-2 years' experience preferred.

Submit your resume to info@vmsinc.com.

VISUAL MARKING SYSTEMS