

DEPARTMENT:	Freight Operations
LOCATION:	1940 NW 82 nd Avenue, Doral FL, 33126
JOB TYPE:	Warehouse Based
JOB TITLE:	Warehouse Attendant
DIRECTLY REPORTS TO:	Team Lead- Warehouse Operations
POSITION (S) REPORTING INTO THIS ROLE:	None
DEPARTMENT LEAD:	Freight Forwarding Supervisor
OVERSEEING ELT MEMBER:	Vice President- Operations

JOB PURPOSE:

The Warehouse Attendant is responsible for receiving inventory, docking in correctly, storing cargo in the right area and dispatching of Warehouse Receipts to the Trinidad Team and assisting the Warehouse Team Lead as instructed.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.	Approx. % of time annually
1. Ensure all cargo is received in good order and docked in according to requirements (if cargo arrives before 12 noon must be docked in same day, if cargo arrived after 12 noon must be docked in by 9 a.m. the following day.)	15
2. Ensure all cargo is correctly labelled and has all relevant information for e.g., purchase order numbers, name of Plant etc.)	15
3. Log all discrepancies found on the Warehouse receipt immediately (e.g., damaged cargo, incorrect labelling on documents, inconsistent piece count on paperwork to physical cargo, etc.) when cargo is received to the Warehouse Supervisor. Also update the Warehouse Receipt notes to reflect discrepancies found.	15
4. Ensure all cargo is always treated with care and concern.	10
5. Communicate with the Import Logistics Coordinator (Trinidad) during every shipment to enable smooth process flow.	10
6. Assist the Warehouse Team Lead with verification of cargo and the completion the required documentation (E.G. Verification Form).	5
7. Assist with container loading by ensuring the following: <ul style="list-style-type: none"> ➤ All cargo is correctly labelled with the consignee information. ➤ Cargo must be scanned only at the door of the container and then loaded. ➤ Picture of the containers number, the loading stages of the container and the seal must be taken and sent to the Import Logistics Coordinator. ➤ Ensure that upon completion of cargo loading, the Import Logistics Coordinator verifies the scan list before the container is sealed and dispatched. 	15
8. Assist the Warehouse Team Lead in training and supporting new employees as they are on-boarded.	5

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9. Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements, take reasonable care of own health and safety and that of others in the workplace.	5
11. Any other duties as may be required	5

QUALIFICATIONS AND EXPERIENCE:

- Diploma in Management, Logistics or Supply Logistics or related field.
- At least two years’ experience in a similar role will be an asset.
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SUPERVISORY DUTIES:

None

HSSEQ RESPONSIBILITIES:

- Accountability in all aspects of health and safety relevant to his/her operation through demonstration and leadership.
- Ensuring that all employees understand that the violation of established safe work practices is the violation of company rules.
- The promotion of proper use and care of protective equipment on each job.
- The prompt reporting of all injuries within (1) hour to the HSSEQ Manager or designated Site HSSEQ Coordinator/Representative.
- The conducting of routine health and safety inspections of his/her area for unsafe conditions, also ensuring the proper use and maintenance of protective equipment.
- The initiation and forwarding of all necessary incident reports to the HSSEQ Manager or designated Site HSSEQ Coordinator/Representative such as: Incident Reports, Near Miss Reports, Unsafe Conditions etc.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- Detail oriented, well organised and capable of ensuring that all tasks are completed accurately according to requirements and in a timely manner.
- Possess integrity and ethics.
- Problem analysis and problem solving.
- Ability to drive continuous improvement.
- Possess excellent written and verbal skills and be proficient at Word, Excel, PowerPoint.

WORKING CONDITIONS

- Physical Demand – Warehouse Environment (ability to bend, stoop, or operate heavy equipment)
- Ability to lift 40 Lbs.
- May attend virtual or in-person workshops, meetings, etc.