



6/1/2017

## Job Description: Warehouse Labor / Manager

### Essential Responsibilities:

- good customer service
- able to lift up to 75 pounds regularly
- organized
- detail oriented

### Skills & Qualifications:

- read English
- write English
- able to count & do simple math
- fork lift experience/training

### Position Overview:

Daily Work: will include but not limited to blending of seeds, receiving & shipping, bagging of materials, blending materials, loading & unloading of products, maintaining an organized warehouse, the ability to work within a deadline and customer service.

Task Management—You must be self-motivated, organized, and efficient in order to complete all the tasks presented each day.

Teamwork—As a small business, everyone at Sunmark wears many hats. Your job duties will certainly reach beyond what is listed here, and your team will help you learn as you go.

Communication—You will need to communicate efficiently and effectively with supervisors, coworkers, customers, vendors. As the first contact for many of our customers, you will also need to learn the basics about our products and services so you can knowledgeably assist customers with sales questions. An interest in agriculture and environmental consciousness would serve you well.

Sales—You must be dedicated to learning about all our products and services so that you can effectively market them to existing and potential customers on the phone, via email, and in person.

Administration—you will perform routine warehouse tasks, receiving product, packaging product, shipping product, loading customers, mixing seeds, cleaning, light janitorial, organizing, labeling, forklift.

Errands—You will perform various office errands around town such as retrieval of mail from the post office, supply purchases, product pickups, etc.