

Warehouse Clerk

Barker Specialty is a promotional products supplier. Our goal is to work with clients to effectively promote a company or organization, provide enhanced recognition, and consistently maintain brand integrity. We accomplish these objectives with a strong focus on the customer needs including on-time delivery, dedicated account managers, low pricing, and quality products.

Role and Responsibilities

- Assist shipping and receiving unloading trucks, checking in merchandise, matching purchase orders to sales orders.
- Use proprietary software to process orders and search databases
- Read customer orders, work orders, shipping orders, assist with Batch Shipping, or requisitions to determine items to be moved, gathered, distributed, and/or shipped.
- Move materials and items from receiving or storage areas to shipping or to other designated areas.
- Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, and color or product code.
- Ensure the warehouse is accessible and safe for salespeople and customer traffic.
- Assemble customer orders from stock and place orders on pallets or shelves or relocate orders to a holding area or shipping department.
- Mark materials with identifying information using appropriate methods.
- Record amounts of materials or items received or distributed via an appropriate computer program.
- Assist in counting physical inventory.
- Weigh and count items for distribution within the plant to ensure conformance to company standards.
- May be assigned facilities maintenance duties as needed.
- Prepare orders for shipment.
- Sweep, dust, and mop. Always organize warehouse and work area for orderliness.



- Communicate well with peers, superiors, as well as others in the company.
- Minimize waste of any resource and rework.
- Keep the department neat, clean, and organized at all times.
- Follow company policies and safety procedures.

Employment Type:

- Full Time

Qualifications and Education Requirements

- High School Diploma or GED
- Valid driver's license
- Solid work history that demonstrates reliability; warehouse work experience is a plus
- Able to work on your feet for 8-hour shifts and lift 50 lbs. regularly
- Basic computer skills for maintaining inventory logs and databases
- Accuracy in counting, typing, and data entry
- Good communication skills, both written and verbal
- Teamwork
- Coordination
- Organization
- Planning
- Time management
- Documentation skills
- Dependability

Required Skills/Abilities

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50+ pounds by hand or jack. Specific vision



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abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Interested in this Opportunity?

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