



Position Available: Warehouse Associate

Contact: please submit your resume to [wytec-hr@wytecservices.com](mailto:wyttec-hr@wytecservices.com)

Job Summary:

Wytec, LLC, a high-growth manufacturing company serving the Biomedical Research community is currently seeking a professional, hard-working and reliable, full-time Warehouse Associate to join our team. We will provide on the job training for the right candidate and set the platform for a greater career opportunity in Distribution and Logistics.

The ideal candidate will thrive in a fast-paced, hard-working environment and grow their career with our company. Warehouse employees play a vital role in receiving, storing, documenting, and delivering product for Wytec, LLC. Please submit your resume if you meet the requirements below.

Essential Duties:

- Load and unload trucks at warehouse
- Conduct safe operation of forklift, electric pallet jacks and other warehouse equipment
- Build orders ranging from one box to a full truckload (30 pallets)
- Pick, pack, wrap, label and ship orders
- Light assembly requiring the use of hand tools
- Assist in maintaining accurate inventory
- Schedule shipments using UPS Worldship, LTL and small package shipments online and by phone with local carriers
- Create Bill of Ladings
- Fulfill orders via our online inventory system (Netsuite)
- Report inventory discrepancies
- Receive product accurately into inventory
- Maintain FIFO shipping process
- Frequent standing, walking, stooping, kneeling, crouching
- Maintain safe and clean work environment by keeping shelves, pallet are and work stations neat and orderly
- Organize warehouse and work area for optimal processing and orderliness at all times
- Wear required safety equipment (steel toe boots required)

Required Qualifications:

- Experience operating a forklift, pallet jack, hand truck and lift gate
- High attention to detail
- Ability to regularly lift 50+ lbs
- Excellent customer service skills
- Proper package handling at all times
- Strong communication, organization and time management skills
- Comfortable using basic hand tools
- Basic computer skills

Required Education and Experience:

- High School Diploma or GED
- 2+ years of warehouse experience (preferred)
- Successful completion of pre-employment screening

Required Onsite Training:

- Forklift Certification Required

About Innovive

Wytec, LLC, as a US-based technology company, serves the global laboratory research market with products and services that allow animal research facilities to dedicate more of their efforts towards scientific discovery than was previously possible. Our patented Disposable IVC Rodent Caging System empowers the husbandry industry with the option of eliminating traditional cage wash operations, freeing up capital funding, space, time, labor, utilities and other valuable resources. At Wytec we are committed to providing the highest quality products and services to our customers, backed by an unparalleled level of customer service, while integrating sustainable practices into everything we do.

Employment Type: Full-Time, Non-Exempt

Hours: Tuesday – Friday, 8:30am – 5:00pm **and** Saturday 6:00am - 2:30pm

Benefits Offered: Paid Time Off, Paid Holidays, Medical, Dental and Group Vision Insurance, 401k with Company match, casual work environment and excellent career growth.