

Position Description – Warehouse Associate II

About Citadel Brands

Citadel Brands, LLC is the exclusive North American partner of the **AWDis** (All We Do Is) family of brands that is headquartered in the UK. **AWDis** is one of the fastest growing brands in Europe and has introduced the “**Just Hoods**” and “**Just Cool**” product lines in the USA through Citadel Brands for the past 5 years.

Just Hoods is a product line of high-quality fleece hoodies in numerous styles and colors, crew neck sweatshirts, track pants, and letterman jackets.

Just Cool is a product line of performance wear polyester, moisture wicking t-shirts, and leggings.

We are expanding our distribution capabilities and will be opening our new corporate headquarters in a newly constructed distribution facility in Kingstree, South Carolina in early Q2 of 2022.

Our team has over 50 years' experience in the promotional apparel industry. With our new Kingstree, SC location, we will be able to service from South Carolina to Texas and from Florida to New York with two-day shipping.

Warehouse Associate II

Citadel Brands has an immediate opening for a Warehouse Associate level II to join our warehouse team in our Kingstree, SC location. The Warehouse Associate II will manage pick ticket orders from the ERP system and physically pull inventory from open case stock and ensure accurate delivery of products.

The Warehouse Associate II will also verify picking accuracy, and pack orders for delivery while ensuring orders are accurate and inventory is kept up to date for a smooth flow in warehouse operations.

Primary Responsibilities:

Hours are Monday – Friday 8AM – 5:00PM

- Manage pick ticket orders pulling items from open case stock based on style/color/size and quantity ordered
- Operate handheld RF scanner to properly pick an order
- Ensure that orders are picked and packed accurately
- Pack warehouse orders by obtaining proper carton by size and building the cartons
- Stage items correctly for delivery
- Ensure warehouse goals are met
- Maintain high level of health and safety standards
- Prepares and affixes shipping labels, packing slips, and shipping instructions for small pack shipments from pick pack area
- Ensures end of day processing occurs daily to transmit shipping data to small pack carriers

- Takes inventory of shipping supplies and orders as necessary, maintains shipping area, organizes, and stores shipping stock on shelves
- Perform other general warehouse duties as needed

Requirements:

- High School Diploma or equivalent
- Previous experience working in a warehouse is preferred
- Experience working with a scan-based warehouse management system a plus
- Good communication skills
- Ability to work well on a team and self-motivated
- Regular, punctual attendance is required
- High level of accuracy and attention to detail
- Good hand-eye coordination
- Ability to understand and operate a handheld RF scanner to perform warehouse functions
- Ability to adapt to changing procedures, policies, and work environment
- Must be able to work safely in a fast-paced team environment

Benefits:

- Medical, Dental and Vision benefits
- Paid holidays and PTO