

Position Description – Warehouse Associate I

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 Kingtree, South Carolina in early Q2 of 2022.

Our team has over 50 years' experience in the promotional apparel industry. With our new Kingtree, 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 I

Citadel Brands has an immediate opening for a Warehouse Associate level I to join our warehouse team in our Kingtree, SC location. The Warehouse Associate I will unload inbound shipping containers and palletize the inventory for put away as well as palletizing outbound shipments as required.

The Warehouse Associate I will also interact with the warehouse management system (WMS) for transferring inventory from one inventory location to another to facilitate efficient access to inventory to fulfill customer orders.

Primary Responsibilities:

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

- Complete internal inventory transfers from the WMS
- Unload shipping containers and palletize inventory for put away
- Stage items correctly for delivery
- Shrink wrap palletized inventory for shipping as required
- Load delivery vehicles for LTL and truck load orders
- Operate inventory handling equipment and ensure safety procedures are followed
- Maintain high level of health and safety standards
- Ensure warehouse goals are met
- 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