



Location for this position:

Rowmark
5409 Hamlet Dr.
Findlay, Ohio 45840
www.rowmarkllc.com

Title: Warehouse Assistant

Reports To: Warehouse Supervisor

Shift: 3rd Shift (11:00 p.m. – 7:00 a.m.) Daily work hours may change depending on fluctuating shipping schedules. Flexibility to meet those demands is required. Also helping to cover vacations and other shifts.

Primary Purpose: Fill customer orders and maintain inventory accuracy with a constant focus on quality customer service and satisfaction.

Expected Attributes of Employees:

- Exhibit a positive attitude.
- Show personal drive, ambition, and always maintain integrity.
- Demonstrate honesty and trustworthiness.
- Set personal and professional goals, while demonstrating high work ethics.
- Balance issues emotionally and objectively.
- Communicate at the most direct level.
- Inspire others.
- Empathize with other employee concerns.
- Ability to work independently and be self-motivated.

Qualifications:

- Effective communication, organizational and math skills.
- Ability to work in a team environment, but also independently using time productively with little supervision
- Ability to operate a tow motor, order picker and handheld RF scanners
- Ability to lift 50 pounds throughout day
- Effective trouble-shooting, problem-solving and math skills
- Ability to operate shear equipment and pull runs for press operations.

Primary Duties & Responsibilities:

- Shipping
- Prior to shipment and as orders are filled, check for overall product quality (color shift, product defects, damaged masking, etc.)
- Prepare customer orders for shipment:
 - use RF scanner and bar-coding system
 - following correct order fulfillment process
 - carefully following packaging procedures
 - communicate progress or concerns effectively with warehouse team members
- Prepare shipments for transport with the proper packaging, skidding, etc.
- Assist with the preparation of the necessary paperwork and documentation that accompanies the shipment.



- Post detail data on order forms.
- Put away products from Extrusion into finished goods inventory – both physically using careful handling procedures and electronically using the correct bar-coding/location control procedures.
- Maintain proper inventory rotation procedures (first in, first out).
- Operate equipment, as needed (saw, shrink wrap machine, tow motor, order picker, bar-coding equipment, computer software systems)
- Understand finished goods codes with the ability to identify most products by item code and/or visual inspection.
- Always conduct good housekeeping and safety practices, in accordance with company policies.
- Assist with inventory cycle counting procedures, as needed.
- Function as the back-up to the warehouse lead/supervisor, as needed.
- Complete all other projects and tasks, assigned by supervisor.

At Rowmark, we are passionate about making our customers look great!

We proudly manufacture, market and distribute of a wide array of innovative and quality products for our customers primarily in the awards, recognition and signage markets.

Founded in 1997, our company has developed into the leader in the markets we serve. Our state-of-the-art manufacturing, warehousing and distribution systems continue to be keys to our success.

Rowmark's family of companies is headquartered in Findlay, Ohio, where it manufactures its plastic sheet materials in a new 88,000 square foot facility. Our extensive product line of sheet materials are distributed in over 80 countries around the world.

Rowmark also owns and operates a separate lamination and film business unit in Trenton, NC as well as an additional customer service/distribution centers located in Belgium and Australia. In June 2018, our company partnered with Windjammer Capital, staging us for major growth.

Rowmark is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. *Rowmark is open to assisting with relocation costs for a strong candidate that meets the qualifications of the position, if necessary.* If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: kwinner@rowmark.com