

Materials Handler/Yard
Plymouth Location
1205 Nathan Lane North
Plymouth, MN 55441

1. Promptly assist customers that enter the yard.
 - a. Have a sense of urgency when customers are present (10' rule).
 - b. Provide assistance necessary to ensure the customer receives materials needed.
 - c. Suggest alternative products to customer when necessary.
 - d. Suggest add on sales to customers.
2. Pull customer orders for pick up or delivery.
 - a. Promptly return documentation to Yard Lead/Operations Supervisor.
 - b. Efficiently pick orders and place them in the correct designated area(s) of the yard.
 - c. Communicate any issues and/or discrepancies with the Yard Lead/Operations Supervisor to ensure the order(s) is correct.
 - d. Account for ALL paperwork on a daily basis.
 - e. Load outbound trucks.
3. Maintain a safe and organized yard environment.
 - a. Inspect material handling equipment for defects and notify Yard Lead/Operations Supervisor to facilitate timely repairs.
 - b. Report unsafe conditions to the Operations Supervisor.
4. Assist with the monitoring of returns.
 - a. Handle unloading and proper placement of returns for inspection.
 - b. Return the product to its stocked location after inspection and ensure that the product is properly labeled.
5. Be able to react to change productively and handle other essential tasks as they are assigned.

Required Skills

- Experience in customer service

- Proven ability to work in a fast-paced environment and to multi-task
- Operation of PC, phone, radio system terminals
- Forklift operation and skid steer experience is helpful

Preferred Skills

- Proven experience in the operation of forklift, skid steer and loader
- Experience in the green industry or landscape installation
- 2+ years of customer service