



1111 Pierce Butler Route
St. Paul, Minnesota 55104

Phone: 651-644-7273
Toll-Free: 800-774-1336
Fax: 651-644-2973

2811 Courtland St.
Duluth, MN 55806

Phone: 218-722-0077
Toll-Free: 800-252-3275

1002 Industrial Drive South
Sauk Rapids, Minnesota 56379

Phone: 320-252-5494
Toll-Free: 800-252-3275
Fax: 320-230-3300

1500 E Hwy 12, Ste 101
Willmar, Minnesota 56201

Phone: 320-214-7302
Toll-Free: 855-560-3749
Fax: 320-214-7306

info@oxyseiv.com
www.oxygenservicecompany.com

WAREHOUSE ASSOCIATE

Department: Warehouse
Reports To: Branch Operations Manager

Location: Sauk Rapids
Job Status: Non-Exempt

Purpose of the Position:

The Warehouse Associate is responsible for accurately pulling and preparing orders in an efficient manner to ensure quality customer service. They will perform these duties while maintaining a safe and organized warehouse.

Essential Duties and Responsibilities:

- Communicate and cultivate the Core Values of Oxygen Service Company internally and externally
- Load and unload delivery vehicles using appropriate equipment (i.e. operating forklifts) and maintain warehouse organization
- Inspect deliveries from vendors for product damages and notify management of any defects
- Assist internal personnel with carousel operations to maintain inventory control
- Prepare and complete daily orders for customer shipments/deliveries; includes picking orders, material packaging, labeling shipments, and paperwork completion
- Maintain company-wide standards by accurately fulfilling customer orders
- Assist company personnel with daily vehicle preparation for customer deliveries
- Compare merchandise and packing slips to verify serial numbers and quantities delivered
- Assist shipping lead in the completion of daily cycle counting
- Maintain cleanliness of warehouse to ensure safety of all employees, vendors and visitors
- Operate forklift to load/unload pallets and heavy materials
- Communicate inventory concerns to customers and management promptly

Other Responsibilities:

- Perform other job duties as assigned and fill in for other employees in their absence

Education, Experience & Skills:

- High School Diploma or equivalency
- Previous shipping/receiving experience preferred
- Valid Class D driver's license may be required
- Certified forklift operator is a plus
- Must have strong attention to detail
- Ability to work both independently and as a team
- Effective oral and written communication skills and basic customer service experience
- Must be organized, have good reasoning skills, math aptitude and time management skills

Equipment Used:

- Forklift, two-wheel dollies, order picker, and banding machine



1111 Pierce Butler Route
St. Paul, Minnesota 55104

Phone: 651-644-7273
Toll-Free: 800-774-1336
Fax: 651-644-2973

2811 Courtland St.
Duluth, MN 55806

Phone: 218-722-0077
Toll-Free: 800-252-3275

1002 Industrial Drive South
Sauk Rapids, Minnesota 56379

Phone: 320-252-5494
Toll-Free: 800-252-3275
Fax: 320-230-3300

1500 E Hwy 12, Ste 101
Willmar, Minnesota 56201

Phone: 320-214-7302
Toll-Free: 855-560-3749
Fax: 320-214-7306

info@oxyserv.com
www.oxygenservicecompany.com

- Office equipment and computer programs such as Microsoft Office (Word, Excel, Outlook), ERP Software, and UPS Software
- Various tools such as box cutter, plastic taper, scale, and impulse sealer
- Basic hand and power tools such as saws, impact drills, etc.
- Safety shoes are required; safety glasses and gloves when applicable

Job Specifications/Requirements:

Ability to stand on your feet 7 to 8 hours a day with lots of walking, twisting, bending, reaching, grasping and repetitive motions; with occasional sitting. Frequent lifting of 20-45lbs is required, may at times lift up to 75lbs. Frequent pushing/pulling of 75lbs. Ability to work in moderately warm or cold conditions where high noise levels are possible.

Oxygen Service Company is committed to providing equal employment opportunity to all applicants and employees regardless of their race, color, religion, gender, age, national origin, disability, military service, protected veteran status, genetic information, sexual orientation, gender identity or any other characteristic protected by federal, state or local law. We are strongly committed to this policy and believe in the concept and spirit of the law.