



TRIANGLE FASTENER CORPORATION  
1021 W 8<sup>th</sup> St  
Cincinnati, OH 45203  
Phone: 813.689.6877  
Website: [www.trianglefastener.com](http://www.trianglefastener.com)  
Email: [jspraul@trianglefastener.com](mailto:jspraul@trianglefastener.com)

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*"Fastening Systems and Solutions for Commercial Construction"*

## **JOB POSTING**

**Position:** Warehouse Associate  
**Reports To:** Branch Manager  
**Location:** Cincinnati, OH

**Description:** The warehouse person is responsible for the proper flow of material from our vendors through our warehouse to our customers. Product will come in and need to be correctly received and placed in the proper location; showroom stock, warehouse stock or sales orders area to be delivered or shipped to our customers. In order for this person to be successful accuracy is paramount. This person will be heavily involved in learning our products, procedures, and computer system to be able accurately pull products for customers and assist where needed in the branch.

### **Primary Tasks, Responsibilities, and Key Accountabilities**

- Unload Freight, UPS, FedEx, Triangle delivery truck
- Check all products against packing slips
- Receive all incoming products into the computer system
- Accurately and efficiently pull customer orders and prepare for shipment, delivery, or will-call
  - Boxing
  - Bagging
  - Wrap skids
- Prepare all daily shipments via Courier, UPS, or FedEx Freight.
- Assist customers with the loading of will call orders
- Properly label incoming inventory
- Stock showroom and warehouse shelves
- Branch Maintenance
  - Collect trash when needed and place in dumpster
  - Breakdown and dispose of cardboard
  - Replace light bulbs in warehouse, bathroom, showroom, and offices, as needed
- Keep warehouse clean daily i.e. floors, debris, pallets
- As needed:
  - Twist wire
  - Bag and label all customer private label items

### **Secondary Tasks and Responsibilities**

- Answer Phones
- Filing
- All other tasks that may be added to assist with the proper flow of business within the branch

**Benefits:** We offer a competitive wage based on experience, 401k and major medical. If you meet the qualifications of this position, please submit your resume to [jspraul@trianglefastener.com](mailto:jspraul@trianglefastener.com)