

Job Title: Warehouse Associate
Company: Lee Electric Supply Company
Location: Scranton, PA
Job Type: Full-time
Schedule: Monday – Friday, 7:00 AM – 5:00 PM



Lee Electric Supply Company is seeking a motivated warehouse associate to join our company. This position is responsible for receiving shipments, picking customer orders, stocking inventory, preparing deliveries and maintaining a safe and organized warehouse.

Responsibilities:

- Receive and inspect incoming shipments for accuracy and damages.
- Unload trucks using forklifts, pallets jacks, or other warehouse equipment.
- Pick, pack and stage customer orders accurately and efficiently.
- Load delivery trucks according to delivery schedules.
- Stock shelves and maintain organized inventory locations.
- Identify and report inventory discrepancies.
- Keep the warehouse clean and organized.
- Assist delivery drivers as needed.

Requirements:

- Lift, carry, push and pull materials weighing up to 75 pounds.
- Operate forklifts, pallet jacks, and other material-handling equipment safely.
- Strong work ethic, dependable and organized.
- Good communication and customer service skills.
- Prior warehouse experience preferred, but not required.
- Valid driver's license with a clean driving record.

What We Offer:

- Competitive pay
- Consistent full-time hours with potential overtime
- Health, dental and vision insurance
- 401K Retirement Plan
- Paid Vacation and Sick Days

To Apply:

Email your resume to Sandy at Sandyleeelectric@comcast.net or apply in person at 240 Hickory St. Scranton, PA, 18505.