



**Job Title:** WAREHOUSE HELPER  
**Job Type:** Regular, Full-Time  
**Job Class:** Laborer  
**Department:** Maintenance and Engineering  
**Reports to:** Warehouse Supervisor  
**Direct Reports:** None  
**Indirect Reports:** None

**FLSA Status:** Non-Exempt  
**Location:** Beaumont, TX

### JOB SUMMARY / OVERVIEW

Assembles orders and prepares goods for shipment. Records shipment data, including weight, charges, and space availability. Receives and unpacks materials and supplies. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Completes shipping and receiving reports. Requires a high school diploma or equivalent with 0 - 2 years experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision..

### ESSENTIAL JOB FUNCTIONS

- Verifies and keeps records on incoming and outgoing shipments.
- Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Routes items to specific departments and is responsible for getting the appropriate authorization signature.
- Operate tier-lift truck or use hand truck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area.
- Maintains inventory of shipping materials and supplies.
- Determines method of shipment, utilizing knowledge of shipping procedures, and routes.
- Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Provide various reports as needed.
- Present a professional image at all times to clients and vendors and maintain a positive reputation of the company.
- Follow all relevant company policies and procedures.
- Assists other Departments and other administrative personnel as necessary.
- Perform other tasks as assigned.

### QUALIFICATIONS

#### Licenses, Certifications, and/or Registrations

- Forklift certification *preferred*

#### Education, Experience, and/or Training

- High school diploma or equivalent required.
- Minimum 3 years of experience working in a warehouse environment required

- Experience in the chemical or oil/energy industry preferred.

### **Knowledge, Skills, and/or Abilities**

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Time Management - Managing one's own time and the time of others.
- Speaking – Talking to others to convey information effectively.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Coordination – Adjusting actions in relation to others' actions.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Perceptual Speed - The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.



## SPECIAL REQUIREMENTS

### Tools / Equipment

- Computer
- Copy Machine
- Scanner
- Telephone system
- Bar code reader equipment
- Form or fill or seal machinery – Pillow packing machines; Taping machines
- Radio frequency identification devices – Fixed radio frequency identification device RFID readers; Handheld scanners; Radio frequency identification RFID devices
- Staple guns – Pneumatic box staplers

### Software

- Proficiency in Microsoft Office, including Excel, Word, and Outlook required.

### Physical

- Ability to lift 50 lbs. occasionally.
- Ability to stand for prolonged amounts of time required.
- Ability to effectively communicate through various means required.

### Environmental

- Work is performed within a warehouse environment, including industrial equipment – such as loaders, forklifts, and other machinery.
- Work is performed in the “field”, requiring proper safety equipment.
- Noise levels are typically moderate-to-loud.

### Work / Schedule

- Monday – Friday between 8:00am – 5:00pm.
- May work longer hours to meet deadlines as necessary.

### Travel

- 10%

## DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skill, tasks, requirements, efforts, or working conditions associate with the job. While this is intended to be an accurate reflection of the current job, OCI Beaumont, LLC reserves the right to revise or change job duties and responsibilities as business needs arise. In compliance of EEOC regulations, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardships upon this organization.

**Prepared by:** James H. Watts  
**Prepared Date:** March 19, 2012  
**Approved by:** James H. Watts  
**Approved Date:** June 18, 2012



**Reviewed by:** Becky Blanchet  
**Review Date:** May 31, 2019