

Your Launch Pad... To a Professional Career



Position Profile



Warehouse Associate / Supply Attendant

Position Summary

- Position Title:** Warehouse Associate / Supply Attendant
- Department:** Client Field Operations
- Reports To:** Operations Supervisor
- Compensation:** Competitive and Flexible, Commensurate with Experience
- Overtime Rate:** Overtime paid at time and a half
- Job Classification:** Full-time OR Part-Time Employee/FLSA Non-Exempt
- Pay Period:** Bi-Weekly Payroll
- Language:** English
- Benefits:** See Benefits and Total Rewards below

About LG-OSS

LG-OSS, LLC is a full-service Logistics, Transportation, and Supply Chain company servicing customers globally. We are committed to delivering superior supply chain solutions, dedicated material handling, inventory management and associated transportation solutions to major corporations and governments.

Our Mission is to exceed customer expectations in the provision of supply-chain and logistics solutions by delivering operational excellence using customized solutions.

Our Core Values



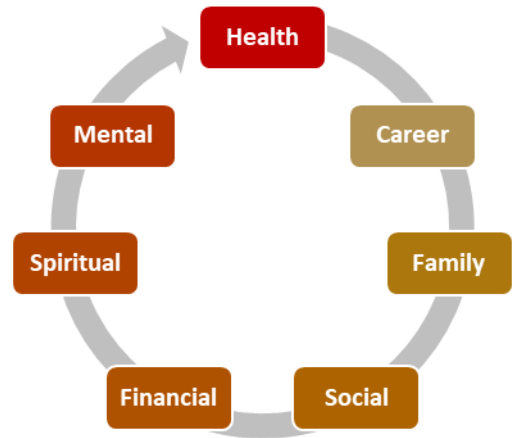
The P.A.L.S framework is a standard for supervisors, managers, staff, and leadership.

- ✔ **PRIDE** is when we derive satisfaction from one's own achievements and completion of daily tasks at a higher level than the status quo.
- ✔ **ACCOUNTABILITY** is how we honor our commitments to our customers, our business and each other by owning our actions, words and choices.
- ✔ **LOYALTY** is the commitment to support each other in personal and professional success on and off the job.
- ✔ **SERVICE** is the desire for each person to discover their heart to serve, answers their call to lead, and summons their courage to engage for the better of all.

Your Benefits and Total Rewards

We believe people are multi-dimensional – so, rewards should be too! So, our Total Rewards program intentionally impacts mind, body and soul – for a healthier you!

The Company's Total Rewards and Compensation program clearly demonstrates a commitment to providing support and assistance in all stages of your life. The Company is committed to support the health and well-being of its employees.



- ✔ **Financial Benefits**
- ✔ **Health and Medical Insurance Benefits**
- ✔ **Dental Insurance Benefits**
- ✔ **Vision Insurance Benefits**
- ✔ **Prescription Drug Coverage**
- ✔ **Disability Insurance Benefits**
- ✔ **Life and Family Benefits**
- ✔ **Life Insurance**
- ✔ **Professional Growth and Development**
- ✔ **Other Benefits**

Compensation, Benefits and Rewards

HEALTH, MEDICAL, PRESCRIPTION AND DENTAL INSURANCE BENEFITS

The Total Rewards health and wealth package for full-time employees includes,

- ✔ Health Insurance
- ✔ Dental Insurance
- ✔ Vision Insurance

FINANCIAL BENEFITS

The Company has developed policies and procedures to ensure wages and salaries are comparable to those of other employees with similar jobs at the Company or in our industry. Our wage and salary policy is designed to attract and retain the best-qualified people available. In addition to competitive salary and wages, the Company offers,

- ✔ Paid Holidays
- ✔ Paid Time Off
- ✔ 401(k) Retirement Plan
- ✔ Group Term Life Insurance
- ✔ Short-Term Disability

More Financial Perks!!

✔ **HOT LOCATION BONUS**

If you are assigned to a high priority location, you may be eligible to receive \$100 for 30, 60, and 90 days worked, for a total of \$300. Ask your recruiter or HR specialist about your eligibility.

✔ **60-DAY FAST START REVIEW AND PAY RAISE**

Every new team member will receive a review after 60 days of work, with the possibility of getting a \$0.50 increase to their hourly pay rate.

✔ **COMMUNICATION ALLOWANCE**

All new team members receive a company paid cell phone allowance on every paycheck in the amount \$13.85.

✔ **REFERRAL BONUS!**

We will pay any team member for referring friends who join the LG-OSS team. We will pay you \$150 after your referral works 60 days and another \$150 after your referral works 90 days for a total of \$300, just for referring a new team member! And the best part...NO LIMIT to how many referral bonuses you can get.

✔ **ANNUAL PERFORMANCE AND PAY REVIEW**

Companies often tell you they will give you a review and then it's never a priority. At LG-OSS, all team members receive an Annual Performance Evaluation with the possibility of a \$0.50 increase to their pay rate.

Even More Perks...

✔ **Flexible Schedule**

We try to be as accommodating to your schedule as possible. When you need scheduling flexibility, we go to bat for you and work with your supervisor to determine how we can accommodate your request.

✔ **Working Under Minimal Supervision**

Most locations have 1 LG-OSS employee on the warehouse worksite, so our team members have the freedom to work independently on their job. We have amazing software, tools, and resources which you will learn to use to work independently and successfully – something that will also be good for your resume!

✔ **Opportunity to Work Extra Hours**

Not guaranteed, but if there are open locations in the area there is an opportunity for you to get extra hours and/or paid mileage for driving to other locations to help out – we're all for it! So, if you want additional hours, let us know!!

✔ **30 Hours Per Week = Full Time**

We promote that a 30-hour work week equals full-time status for us, meaning you can take advantage of our full selection of employer-paid and supplemental benefits, paid holidays, paid time off, and more!

Intangible Benefits

Intangible rewards can only be delivered by a company and supervisors who care. Intangible rewards at the Company include praise, awards, honors, recognition, inclusion, etc. We take this seriously – here’s how seriously and what else you can expect:

- ✔ Healthy Leadership Team
- ✔ Strong Corporate Culture
- ✔ Caring, Qualified Colleagues and Leaders
- ✔ Strong Continuous Improvement Culture
- ✔ Servant Leadership Management Model
- ✔ Culture that Values Diversity & Inclusion
- ✔ Career Advancement possibilities
- ✔ Career Stability in an established organization

Position Purpose

Under the direction of the Supervisor, the Supply Attendant will ensure all aspects of the daily activities at their designated garages are cared to meet the needs of the client. As a Supply Attendant, you will embody the P.A.L.S core values through performance, policy and procedure adherence. In this position you will communicate upward through your team for all matters between the client and LG-OSS.

Essential Duties and Responsibilities

Supply Attendants will promote dependability and accountability through proper process adherence, inventory management and communication. Garage 101 functions should be completed daily to meet customer demands while striving for schedule adherence to effectively support facility requirements.

Essential Functions

- Ensure garage coverage is met daily at primary location(s) and assist in back-up coverage to other locations when available
- Maintain inventory quality and quantity through 98% or above scan compliance in all assigned garages.
- Ensure SLA requirement of 7:30 AM (local time) is met daily.
 1. CPE scanning and stocking
 2. Minor material sorted, stocked in lockers or shelves
 3. RMA's processed
 4. New stock received in
- Ensure the daily Garage 101 tasks are completed by their team
 - Garage Product Signs – Placed directly above correct product
 - Product Staged Correctly – Pallets combined and orderly
 - Desk Area – Clean, organized and functional
 - Garage Barcode – placed on desk or wall
 - Policies – LG-OSS and AT&T policy compliance
 - On Time – Report daily at designated time / submit daily reports by set deadlines
 - Task Sequence – Complete operations task sequence in order
 - Other – Garage 101 task amendments when necessary
- Maintain inventory quality & quantity through *First In/First Out* stock management

- Ensure the Quarterly Inventory score is at or above 99.5% for all assigned locations
 - All good stock must be reported through WMS
 - All CPE scanned to supervisor sub location must be reported through WMS
- Be a Safety Advocate who is responsible for maintaining an accident-free work environment in all garages.
- Be first response to client concerns/requests and escalate when necessary.
- Understand the escalation process and communicate with Supervisor all issues related to safety, building access, hardware and stock issues.
- Must know how to repair or report hardware/software issues.
- Maintain a contact list for help desk, storage locations and management info for assigned garage(s).
- Ensure adequate stock of printing supplies, shrink wrap, multi-unit boxes, general garage equipment, etc.
- Participates in daily conference calls with varied members of staff and management.
- Adhere to all company policies and procedures
- Participates in leadership skill development
- Other duties as assigned

Competencies

- Communication
 - Building Collaborative Relationships
- Preventing and Solving Problems
 - Safety Awareness
 - Technical Expertise
- Achieving Results
 - Thoroughness and Initiative
- Self-Management
 - Personal Accountability
 - Flexibility

Supervisory Responsibility

- This position does not include any supervisory duties.

Travel

- 0% - 25% Local travel is expected for this position annually (less than 100 miles one way per trip).
- 0% - 10% Extended travel may be asked of those in this position annually (more than 100 miles one way per trip)

Physical and Mental Demands

Work Environment

This job operates in a warehouse environment. This role routinely will have loud noises, bright lights and be subject to similar interior temperatures sometimes equal to current exterior weather conditions.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift, bend, twist, sit and stand for extended periods of time as needed to complete daily tasks. This role uses pallet jacks, laptops, scanners and other office products. Ability to lift a minimum of 50lbs.

Position Type/Expected Hours of Work

Days of work and hours vary depending on location. Extended evening, weekend and holiday working hours may be needed to support operational demands during peak times.

Required Qualifications and Experience

Work Eligibility

- U.S. Citizenship or authorized U.S. Work Eligibility
- No U.S. Work Visa sponsorship available

Required Education, Experience & Eligibility Requirements

- High School Diploma/GED
- 6 months warehouse/inventory experience
- Able to pass pre-employment drug screening, driving, and background checks

Additional Eligibility Qualifications

- Ability to use a Pallet Jack
- Proficient use and understanding of Microsoft Office Suite (Excel, Word & Outlook)
- Active Smart Phone/ Equivalent Device



Supply Chain | Warehouse Operations | Logistics Management | Software Solutions

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