

**JOB TITLE:** *Warehouse Assistant*

**STATUS:** Part-time Equivalent (18-24 Hour Work Week)

**HUB ROLE:**

To serve as a member of the Customer Engagement Hub, and responsible for supporting day-to-day operational functions in the warehouse.

**KEY RESPONSIBILITIES:**

- Accurately pick, pack, and prepare customer and internal orders for distribution.
- Assist with the receipt, verification, and proper storage of incoming deliveries.
- Maintain a clean, orderly, and safe warehouse environment.
- Receive updates in system with training from Customer Engagement Hub Manager or Warehouse Manager.
- Organize inventory and maintain stock records.

**QUALIFICATIONS:**

- High school diploma or equivalent, with training in coordination, supply chain, or distribution preferred.
- The ability to enter data into computer and software systems.
- One to two years warehouse experience.
- Excellent verbal communication skills.
- Thorough and pay attention to details.
- Ability to organize your time and workload.
- Ability to be flexible and open to change, and the ability to accept criticism and work well under pressure.

**LIFESTYLE:**

Our organization plays a vital role in fulfilling the Great Commission through the partnership and support of individuals, churches, and associations. Every employee of WMU, therefore, functions as a minister of the Gospel through our role in fulfilling the great commission with which we have been charged. All employees must commit to living a life of personal holiness in imitation of Jesus Christ and bringing glory to God the Father in carrying out all assigned responsibilities, by the power of the Holy Spirit.

If you are interested in this position, submit your resume to Human Resources:

- Email: [hr@wmu.org](mailto:hr@wmu.org)
- US mail: 100 Missionary Ridge, Birmingham, AL 35242

Resumes are kept in our applicant database for 12 months.