



JOB POSTING

Date of Notice: February 6, 2019
Position Title: **LOGISTICS ASSOCIATE**
Location: Bandon Dunes Golf Resort
Reports To: Warehouse Manager
Closing Date: Until Filled
Respond To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Rd. Bandon, OR 97411
Fax (541) 347-5850
jobs@bandondunesgolf.com

Position Summary:

Perform an array of warehouse functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, managing, organizing and retrieving stock in the warehouse, field incoming calls/emails, and distribution via a van or box truck.

Primary Duties:

- Assist shipping and receiving unloading trucks and checking in merchandise
- Accurately receive incoming packages, and shipments from outside sources.
- Prepares orders by processing requests; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by accurately recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Prepare parcels for mailing/distribute incoming mail
- Package finished product for shipping (shrink wrapping, boxing, labeling, stickering retail merchandise)
- Professionally field guest internal and external phone calls and emails
- Process lost and found as required
- Fill in driver for Food and Beverage team
- Complete and submit all necessary logs and paperwork on a daily basis.
- Operate hand trucks and pallet jacks.
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Wear proper safety equipment



Qualifications:

- High School Diploma or equivalent.
- Previous hotel/resort experience beneficial.
- Warehouse experience preferred.
- Data entry/keyboarding skills helpful
- Computer knowledge
- Valid driver's license and be over 18 years of age.
- Demonstrate quality interpersonal communications skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application prior to the closing date. A complete job description is available upon request.

Bandon Dunes is an Equal Opportunity Employer