



Job Title: Warehouse Associate

Job Type: Full-Time

Reports to: Warehouse Operations Coordinator & Supply Chain Coordinator

Company Description:

Since 1968, B&K Equipment Company has been providing equipment sales, service, and installation to both the retail and commercial petroleum industry. Located in Lansing, IL., B&K Equipment serves the Chicago area, Northern Illinois, Northwest Indiana and Southwest Michigan. The technicians at B&K Equipment are factory trained and certified for today's fast-changing technology, with service trucks fully stocked to repair most problems in one visit.

Job Summary:

The Warehouse Associate is responsible for the physical and systematic flow of goods through the facility. This role involves the end-to-end logistics process—from receiving and storing inventory to picking and preparing project materials. A key component of this role is improving the accuracy of our inventory through repeated counts of our warehouses, many of them mobile, ensuring all assets are accounted for and reporting discrepancies.

Key Responsibilities:

- **Inventory & Logistics:** Perform accurate counting, receiving, and systematic storage of incoming goods. Maintain real-time inventory records to ensure data integrity.
- **Replenishment:** Accurately pick, and stage items for warehouse transfer or project staging.
- **Project Loading:** Load specialized equipment and inventory onto trucks for field projects, ensuring equipment is properly secured for transportation.
- **Equipment Operation:** Safely operate warehouse machinery, including forklifts and pallet jacks.
- **Safety & Organization:** Maintain a clean, organized, and hazard-free workspace. Adhere to all OSHA and internal safety standards.
- **Documentation:** Complete all necessary shipping/receiving paperwork and digital logs with high attention to detail.



Key Competencies:

- **Pace:** Must be comfortable working in a fast-paced environment with shifting priorities.
- **Conditions:** Exposure to varying weather conditions (loading docks/outdoor staging areas).
- **Independence:** Must be an independent thinker with the ability to take an assigned task and drive it to completion with minimal supervision.

Experience and Education:

- **Education:** High school diploma
- **Licenses:** Valid Driver's license
- **Physical Requirements:** Ability to lift up to 50 lbs regularly and stand/walk for extended periods.
- **Technical Literacy:** Familiarity with Warehouse Management Systems (WMS) or basic inventory software.
- **Attention to Detail:** Proven ability to maintain accurate records and identify discrepancies in shipments.

Benefits:

- Paid Time Off
- Paid Holidays
- Health Insurance (company paid premiums)
- Optional Dental and Vision Insurance
- Optional Life Insurance
- Optional Disability insurance
- 401K with company contribution