

**Job Description:** Warehouse Specialist

**Location:** Imtra Corporation Headquarters, New Bedford, MA

**Company Overview:**

Imtra Corporation is a 100% employee-owned business and a leading importer and manufacturer of high-quality equipment for the recreational and commercial marine, energy, and transportation markets. With over 70 years of experience, Imtra has built a strong reputation for exceptional product quality, sales support, and customer service.

We pride ourselves on our inclusive culture, where integrity, accountability, and teamwork drive our success. As an employee-owned company, every team member plays a vital role in our growth and prosperity.

**Position Overview:**

We are expanding our warehouse team to meet the demands of our growing business. The Warehouse Specialist will work in a fast-paced environment, collaborating with team members to manage incoming receipts, outgoing shipments, and other warehouse operations.

**Key Responsibilities:**

- Receiving & Inventory Management:
  - Receive and process incoming products using standardized methods.
  - Physically store products, ensuring proper rotation and marking overflow inventory.
  - Maintain accurate records of received and stored items.
- Order Fulfillment:
  - Assist in picking, packing, and processing larger outgoing orders, including truck shipments.
  - Address unique customer-specific requirements through EDI (Electronic Data Interchange) systems.
- Collaboration:
  - Work closely with the Imtra order review team to manage order changes.
  - Assist drivers with paperwork and loading during scheduled pick-up times.
- Maintenance & Special Projects:
  - Keep the warehouse clean, organized, and well-stocked.
  - Aid with projects such as product packaging, barcoding, and quality control tasks.
  - Operate and maintain equipment such as forklifts and pallet jacks (training provided).

- Support with cycle counting program
- Customer Support:
- Sign for small carrier packages and ensure timely processing.
- Provide support for custom and QC-related projects as needed.

### **Qualifications & Skills:**

#### Necessary Traits:

- Strong teamwork skills and the ability to take direction positively.
- Enthusiasm and a willingness to learn new skills.
- Punctuality, dependability, and a positive attitude.

#### Helpful Experience (Preferred but Not Required):

- Basic computer skills.
- Forklift and pallet jack experience (training provided for new hires).

### **Compensation & Benefits:**

- Competitive Salary
- Annual Bonus
- Employee Stock Ownership Plan (ESOP): Build equity as part of a 100% employee-owned company.
- Health & Dental Insurance: Significant company contribution.
- 401(k) Plan: Generous company match.
- Insurance Benefits: Company-funded Life, AD&D, Short-Term, and Long-Term Disability coverage.
- Paid Time Off: Generous vacation policy.

### **Why Join Us?**

At Imtra, we value hard work, integrity, and a sense of accountability. We believe in fostering a respectful, inclusive environment where team members can grow professionally and personally. Our culture promotes collaboration, innovation, and the importance of having fun while achieving excellence.

**About Imtra Corporation:**

Imtra Corporation specializes in high-quality marine products, advanced LED solutions, and integrated marine systems. We serve both OEMs and the aftermarket, offering products like lighting, thrusters, stabilizers, trim control systems, and more. Our partnerships with leading international brands further solidify our standing in the marine, energy, and transportation markets.

Imtra is an Equal Opportunity Employer (EOE). We are committed to diversity and inclusion, ensuring fair treatment for all applicants, regardless of race, color, religion, sex, national origin, age, disability, or genetic information.