INDIANAPOLIS MOTOR SPEEDWAY
POSITION DESCRIPTION

POSITION TITLE: Warehouse Associate

DEPARTMENT: Consumer Products

REPORTS TO: Consumer Products Distribution Manager

POSITION LOCATION: Brickyard Plaza and various locations on the IMS grounds

FLSA STATUS: Non-Exempt / Seasonal

SPECIFIC DUTIES:

With the Consumer Products Distribution Manager provide support for all IMS Consumer Products Warehouse activities.

Assists in all Consumer Products Department merchandise activities, including receiving, delivering and transferring of goods, maintaining proper distribution and stock levels.

Maintains proper inventory, location of goods, and accurate counts.

Fills merchandise orders, receives vendor merchandise, transfers merchandise between locations, assists in semi-annual inventory, and helps coordinate damaged merchandise.

Assist Consumer Products Warehouse Supervisor in day-to-day operations of the Consumer Products Department Warehouse.

Enthusiasm for and commitment to the company and the Vision, Mission and Values.

Other duties as assigned by the supervisor.

QUALIFICATIONS:

Must possess a Valid Driver's License.

High integrity and ability to handle a high degree of stressful or difficult situations.

Effective communication skills.

Experience in Warehouse Operations.

High school graduate or GED.

Must be able to lift and carry at least 50 pounds. Will be required to lift, bend and stand for long periods of time.

Must be able to maneuver on ladders and stairs loading and unloading.

Must be able to operate warehouse equipment not limited to forklift, pallet jack, 2 wheel and 4 wheel carts and trucks / vans.

Must be able to work long hours as needed during event time and possibly overnight shifts.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.