

**Job Title:** Warehouse Specialist  
**Job Type:** Full time employment  
**Industry:** Gaming  
**Years of Experience:** Minimum of 3 years

Novomatic Group of Companies is the largest gaming technology company in Europe expanding its business to North America. Novomatic is an integrated, global gaming company producing, distributing and operating high tech gaming equipment in well regulated markets around the world. Our US-subsidiaries focus on the distribution of gaming equipment in the North American market.

In order to strengthen our Operations Team in the US, we are currently seeking a highly motivated, enthusiastic, and hardworking candidate to fill the available position of Warehouse Specialist in our Illinois office, located in Mount Prospect/Chicago.

## WAREHOUSE SPECIALIST

### JOB DESCRIPTION:

The Warehouse Specialist ("Specialist") will be responsible for all matters concerning the warehouse in our Mount Prospect facility. The Specialist will be required to maintain the warehouse/material handling/organization as well as supplying all necessary gaming devices and parts to the production line in accordance to the production schedule. The Specialist will be required to work closely with multiple departments, including the Compliance Department, in order to coordinate the incoming and out-going of shipments with all applicable shipping laws and regulations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure that all machines and parts (Material Handling) are provided to the Production line and in accordance to all guidelines and procedures
- Complete all warehouse movements (physically and systematically)
- Maintain records of all incoming and outgoing shipments from and to the warehouse
- Reconcile waybill, bill of lading with bill of materials and actual shipment arrivals
- Ensure that the goods delivered to the warehouse are in accordance with approved orders and the associated bill of lading or invoice
- Prepare shipments of gaming equipment to include shipping documents along with the correct mailing labels and ensure that all orders and withdrawal requests from the warehouse are properly completed
- Perform the unpacking of deliveries and distribute contents to the correct department and warehouse bin location
- Able to create international shipping documents for UPS, FED EX, DHL for small shipments as well as for larger shipments such as gaming machines
- Assist with the load and unload of products from deliveries and shipments to and from the warehouse
- Able to organize warehouse and keep a clean environment.
- Ability to operate a forklift when required

### SKILLS/QUALIFICATIONS:

- Excellent skills and knowledge of all warehouse functions
- Excellent interpersonal and verbal communication skills
- Must be able to lift a min. of 50 lbs.
- Excellent computer skills, must be familiar with Excel, Word and Outlook Programs
- Must have a High School Diploma
- Must have 3 years of experience in warehousing or supply chain
- Forklift certified

This new position is currently available and the compensation package is commensurate with experience - Please add your compensation expectations together with your resume.



# NOVOMATIC AMERICAS

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Candidates are subject to pre-employment drug screens and background checks. Employees must meet all requirements of applicable regulatory agencies.

