

JOB TITLE: Warehouse Associate
REPORTS TO: Mike Bullard – Operations Manager
SUBORDINATES: N/A
LOCATION: Raleigh, NC
Date – April 14, 2026

COVAL Vacuum Technology Inc. in Raleigh, NC specializes in the manufacturing and distribution of vacuum components for robotics and general automation. Our product line includes suction cups, vacuum generators, vacuum grippers, vacuum switches, spring compensators, and accessory devices.

This is a Shipping & Receiving position; prior experience in warehouse operations is strongly preferred.

The Warehouse Associate will support daily operations with a primary focus on shipping, receiving, order fulfillment, and warehouse organization. This role works closely with the Operations Team and supports the Sales and Customer Service teams by ensuring accurate, on-time delivery and proper inventory control.

In this role you are required to act according to the COVAL Code of Conduct and know and follow the COVAL values, mission, and routines.

This position reports to the Operations Manager. The Warehouse Associate works closely with the other members of the Operations Team and other departments central to the company.

Key Responsibilities:

- Support the Operations Team with day-to-day warehouse activities.
- Perform Shipping & Receiving tasks, including:
 - Picking, packing, and preparing orders for shipment.
 - Receiving incoming goods, verifying against packing slips, and processing in the system.
- Conduct basic product assembly as required for customer orders.
- Maintain accurate Inventory Control:
 - Stock management, cycle counts, and inventory adjustments.
 - Organize and maintain a clean, efficient warehouse layout.
 - Maintaining adequate levels of shipping and office materials
- Provide timely inventory status updates to the Sales team.
- Communicate with customers regarding order fulfillment status when needed.
- Maintain effective communication and collaboration with internal teams.
- Work in a team environment to help achieve company sales, service, and profitability goals.
- Develop a working knowledge of COVAL's product range.
- Assist with general operations and organizational tasks as assigned.

Qualifications:

- Comfortable working with computers and business systems for order entry, inventory, and data processing.
- Proficiency with Microsoft Word, Excel, and other MS Office applications.
- Strong organizational skills with attention to detail and accuracy.
- Ability to prioritize and thrive in a fast-paced, multitasking environment.
- Energetic self-starter who is analytical, reliable, and a strong team player.
- Strong verbal and written communication skills for interaction with team members and customers.
- Willingness to learn COVAL's product range.
- Ability to operate a pallet jack and forklift is a plus.

Experience and educational background

- High school
- 5 year plus experience in warehousing, shipping & receiving, and order fulfillment required.
- Experience in a small business or entrepreneurial environment preferred.

Work Environment and Physical Demands

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions
- Physical Demands: Employee is occasionally required to lift 50 lbs.
- Prolonged periods of sitting at a desk and working on a computer, stand/walk for extended periods in a warehouse setting.
- Must be able to access and navigate each department at the organization's facilities.

Travel: No

Work Remotely: No

Job Type: Permanent, Full-time

Benefits:

COVAL offers competitive compensation and benefits package, including:

- Vacation and paid holidays
- Health, vision, and dental insurance coverage
- Retirement savings plan
- Life insurance
- Other position related benefits

COVAL Vacuum Technology Inc. is an Equal Opportunity Employer.