
KIMBRO OIL COMPANY

Job Title: Warehouse Specialist

Location: Nashville, TN

Job Type: Full-Time, Hourly

Job Description

Kimbro Oil Company is seeking an experienced and dependable Warehouse Specialist to join our Nashville team. The ideal candidate is self-motivated, safety-focused, reliable, and comfortable working in a fast-paced warehouse environment.

This is a hands-on position responsible for pulling and packaging orders, receiving and organizing inventory, loading box trucks, assisting with local package deliveries, and supporting general warehouse operations. The Warehouse Specialist will also assist with tank setup, cleaning, and light maintenance as needed.

Candidates must have forklift experience, a strong work ethic, and a commitment to maintaining a safe, clean, and organized work environment.

Kimbro Oil Company offers **medical, dental, and vision insurance, a 401(k) plan, vacation time, and personal time.** This is a **Monday–Friday position.**

Key Responsibilities:

- Adhere to all company safety policies, procedures, and regulations.
- Pull, prepare, and package customer orders accurately and efficiently.
- Assist with loading and unloading box trucks and other delivery vehicles.
- Receive, unload, inspect, and properly store incoming inventory.
- Assist with local package deliveries as needed.
- Operate a forklift and other warehouse equipment safely.
- Assist with tank setup, cleaning, and light maintenance.
- Maintain warehouse and packaging material storage areas in a clean, safe, and organized manner.
- Assist with warehouse layout and efficient utilization of storage space.
- Follow all warehousing, material handling, receiving, and shipping procedures.
- Maintain proper standards for workplace safety, cleanliness, and security.
- Assist with stock control and inventory reconciliation.
- Complete monthly physical inventory counts and verify inventory accuracy by product and location.
- Identify and report inventory discrepancies, damaged products, or safety concerns.
- Perform basic mathematical calculations, including addition, subtraction, multiplication, and division.
- Maintain regular and reliable attendance and comply with all Company policies and procedures.
- Maintain an acceptable driving record and successfully meet Company MVR requirements.
- Successfully complete required pre-employment and random drug testing.
- Perform other duties as assigned.

Required:

- 2–5 years of warehouse, distribution, or related experience preferred.
- Forklift experience required.
- Valid driver's license with an acceptable driving record.
- Excellent customer service and communication skills.
- Basic computer skills.
- Ability to accurately receive, organize, pull, and track inventory.
- Mechanically inclined and comfortable performing basic maintenance-related tasks.
- Strong attention to detail and commitment to workplace safety.
- Dependable with a strong work ethic and positive, can-do attitude.
- Ability to work independently as well as part of a team.
- Must successfully meet Company MVR requirements and pass a pre-employment drug screen.