

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty five years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

*The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.*

### **Position Summary:**

A dynamic array of responsibilities and tasks are designed to provide Warehouse Associates with well-rounded skills in multiple areas. Daily activities are handling product, assembly production, supply deliveries both on and off-site, maintenance, and moderate to heavy lifting. Associates are cross-trained in *Floor* and *Printing* roles, including but not limited to daily receipts, shipping packages, duplicating CDs, receiving and pulling inventory, mail run, miscellaneous jobs, and standard operating procedures. An Associate works with manual and computer equipment, maintains station and equipment cleanliness, performs tasks as assigned, and contributes to the team.

### **Essential Functions:**

- Accurately fulfill and package domestic and international orders
- Supply restocking
- Assembly production
- Internal, vendor, and volunteer delivery routes
- Processing & mailing receipts
- Domestic and international shipping
- Receiving & pulling inventory
- Operating semi-automated systems
- Standard warehouse operations

### **Qualifications:**

- Ability to follow instructions and prioritize accordingly
- Task flexibility
- Good verbal and written communication skills
- Proficient in reading and remembering details
- Interpersonal skills with colleagues and supervisors
- Ability to type 35 wpm
- Functional knowledge of Microsoft Word & Excel
- Comfortable working with numbers
- Able to stand for long periods of time with repetitive motions
- Must be able to lift up to 50 pounds
- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking and hearing.

### **Education:**

- High School Diploma or equivalent

**Opportunity:**

- Forklift training and certification available.

**Other Requirements:**

- Position is non-exempt
- Both full-time (40 hours per week + benefits) and part-time (up to 28 hours per week) opportunities available
- Due to open structure of the warehouse, work is done in various weather and temperature conditions including seasonal high heat and cold
- Must be a likeminded believer and share our passion to deliver the unchanging Word of God to an ever-changing world

Please email your resume, cover letter, and Christian testimony to [jobs@davidjeremiah.org](mailto:jobs@davidjeremiah.org)