



One Whalley Way, Southwick, MA 01077

(413) 569-4200

www.wca.com

Material Handler I, II, III

Full-Time

Job Description

Whalley Computer Associates, Inc is seeking a Material Handler. The Material Handler is responsible for receiving and shipping new equipment from vendors and used equipment back from customers with a high degree of accuracy. This position is also responsible for the movement, storage, and organization of raw materials, products, and equipment within a warehouse or production environment. The position requires ensuring accurate inventory management and maintaining safety standards. This position requires fast pace, great teamwork, and a positive attitude.

Responsibilities

- Receiving
 - Unload and organize incoming shipments from various vendors
 - Receive a wide range of new & used items (at times dusty/dirty)
 - Using RF scanner to scan products
 - Enter basic data into computer systems
 - Document incoming product with great accuracy
 - Record tracking #'s, part #'s, serial #'s and more
 - Record asset tag information
 - Identify what used items need to be repaired vs. recycled
 - Keep stocking locations neat and organized
 - Daily cleanup of workspace to be ready for next day
- Shipping
 - Fill customer orders and record serial #'s, asset #'s, etc
 - Package items for safe transport to customers
 - Pallet organization and wrapping
 - Ship via FedEx and LTL carriers
 - Keep stocking locations neat and organized
 - Restock and maintain inventory levels
 - Daily clean-up of workspace to be ready for the next day
 - Ensure all product return information is communicated to customers

Qualifications

- Great attention to detail and pride in accuracy
- Flexibility
- Able to lift up to 50lbs
- Basic computer skills needed (30 WPM minimum)
 - General knowledge of computer components is a plus
- Work well in team environment while being self-motivated
- Warehouse experience preferred
- Forklift experience preferred
- Must be able to multitask
- Must be able to pass a drug test
- Must be able to pass a background check
- Must be able to work in the US without sponsorship

Salary & Benefits

WCA offers competitive pay rates based on experience and ability. Full time positions include health insurance, dental insurance, paid vacation and personal time, holiday pay, 401K with company match, and long-term disability.

Location: Southwick, MA (WCA Headquarters)
Hours: Monday- Friday, 8:30am-5:00pm
Apply: Email cover letter and resume in PDF format to careers@wca.com
Rate: \$18/hr
Posting: 08/10/2026

About Whalley Computer Associates (WCA)

Founded in 1979, Whalley Computer Associates, delivers tailored technology and IT solutions designed to meet the specific needs of our customers. We are a New England based company serving the region and beyond through our reseller and original equipment manufacturing capabilities. We bridge the gap in connecting customers with industry leaders in the technology space. From custom solutions and a wide range of service offerings, our goal is to simplify the procurement and adoption of advanced technologies while remaining deeply committed to our customers' long-term success.

Equal Opportunity:

WCA is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: WCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at WCA are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. WCA will not tolerate discrimination or harassment based on any of these characteristics.

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