

## **Job Description: *Warehouse & Facility Associate***

### **Position Summary:**

We are seeking a hard-working, reliable, and punctual warehouse worker to join our growing operation. In this role, you will receive, input, sort, load and unload products, as well as other warehouse and shop-related activities. This position will also provide primary support in maintaining the ESVBA equipment fleet and shop/yard maintenance and operations. Having a team-player mentality, while being committed to maintaining a safe and a positive work environment, are essential requirements

### **Responsibilities:**

- Check-in/out all incoming and outgoing orders for accuracy
- Document and report items when stock is heavily utilized or low
- Demonstrate commitment to all company safety standards and regulations.
- Perform inventory control checks including daily report of all lot items
- Work cooperatively with team members and supervisors
- Use equipment properly and maintain it as needed
- Operate forklift, as needed
- Keep neat and orderly records of all incoming and outgoing orders
- Keep the warehouse clean and organized
- Report any order discrepancies or issues to management ASAP
- Drive transport vehicles, such as trucks and vans
- Contribute ideas on ways to improve or optimize warehousing procedures
- Maintaining all company vehicles & apparatus including keeping equipment clean and fully operational
- Ensure all equipment is repaired and in good working order.
- Provide all preventative maintenance on all ESVBA equipment & apparatus as well as on the ESVBA facility
- Assist with customer/network support when needed; training will be provided
- Occasionally doing light cleaning duties inside of office
- Maintain ESVBA equipment stocks and manage vendors/contractors to ensure they are provided materials for work and restocking any unused materials as well as documenting all transactions
- Ensuring all ESVBA assets are secured within our facility as well as the facility is secured with all provided security measures including security gates/doors are closed, materials are locked and chained, ESVBA machinery and vehicles are stored indoors where possible.

### **Candidate Qualifications**

- You must be highly detail-oriented
- Strong organizational skills
- Experience with mechanical equipment
- Self-motivated team player
- Excellent problem solving ability

### **Job Experience**

- Warehouse experience a plus but not required
- Valid driver's license and good driving record
- Forklift certification and experience is a plus; will need to pass a certification test within 30 days after beginning employment if not previously certified
- Able to work on your feet and lift 50lbs by themselves and heavier weights with the assistance of coworkers
- Ability to interact with customers, vendors, contractors and other required personnel

### **Education**

- High school diploma or equivalent required