



**TRISTATE
ARMATURE**
Electricity at Work
Since 1920



JOB DESCRIPTION

POSITION TITLE: WAREHOUSE LABORER/DRIVER

NORMAL WORKING HOURS: 7:30 a.m. – 4:00 p.m. (30 min lunch)

FUNCTIONS OF POSITION: Perform warehouse duties as assigned by warehouse manager and drive company vehicle when needed

DUTIES/RESPONSIBILITIES:

- Stock shelves in the warehouse
- Pull orders as needed
- Ensure warehouse is neat and orderly at all times
- Accept incoming deliveries
- Help load/unload all trucks (both company & freight)
- Make sure material and packing slip match
- Drive company truck as needed for deliveries in absence of other delivery drivers
- Other duties as assigned by warehouse manager

QUALIFICATIONS:

- Experience in warehouse operations
- Good recordkeeping & organizational skills
- Neat, legible handwriting
- Good written and verbal communication skills
- Ability to drive forklift and familiarity with truck maintenance requirements
- Ability to lift up to 70 pounds and to maneuver any single article weighing over 70 pounds with appropriate equipment
- Experience driving large trucks with standard transmission
- MVR that meets safety policy requirements
- Knowledge of city and delivery area
- DOT physical
- Attention to details

EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

10/1/2021