



Warehouse Associate

Description

The basic functions of the warehouse associate are to manage the warehouse inventory and assist our residential and commercial HVAC service and installation crews with the pickup and delivery of materials and supplies. The warehouse associate will also assist in the fabrication of components needed for HVAC systems, such as the supply and return boxes, drain pans, and transitions. As a warehouse associate, you are responsible for maintaining the quality of your work up to acceptable company standards and for representing the company in a manner that promotes good relations.

Essential duties

- Manage warehouse inventory
- Pickup and delivery of materials and supplies needed by Installation crews.
- Fabricate the components needed for HVAC systems including supply and return boxes, transitions, drain pans, etc.

Qualifications

- Must have valid drivers' license and a good driving record
- Adaptability - the individual adapts to changes in the work environment, manages competing demands, and is able to deal with frequent change, delays or unexpected events
- Good communicator - works well with different customers and office personnel personality styles

Benefits

- 401(k) + 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Physical Demands

- Must be able to work in all types of environmental conditions, capable of standing on concrete for long periods, and capable of lifting up to 50lbs.

**Mental Requirements**

Self-motivated and able to handle rapidly changing priorities and several tasks simultaneously. Must be able to respond to difficult situations with customers and co-workers with a high level of professionalism. Must be able to communicate effectively with vendors and co-workers. Must be able to follow safety guidelines at all times.

Internal Relationships

Communicates and interacts with employees on all levels in the office. Sets an example for employees in the company.

External Relationships

This role will have a high level of contact with field crews, office staff, and vendors and will be required to maintain professional communication and appearance at all times during work hours.