

## Warehouse Clerk

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### General Job Description

The warehouse clerk is responsible for assisting in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, keeping warehouse stocked with essential equipment, managing delivery schedule and drivers and maintaining records for warehouse inventory.

### Location

Centennial, CO

### Responsibilities

- *Business Process Analysis and Documentation:* Track and document all materials and tools at Weifield finding ways to be more efficient and profitable. This involves conducting meetings with the warehouse manager to discuss inventory strategy and goals.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of potential improvement in terms of efficiency and company effectiveness, then develop appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high frequency communications throughout the company.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

### Specific Job Requirements:

- Tool staging, shipping and receiving – organizing tools for drivers and ensuring they get on the truck and to the proper delivery location
- Manage inventory utilizing Smartsheets; shipping and receiving – when trucks come back determine what to do with items off trucks that are returned from jobsite or extras; managing waste and reuse of items
- Manage the yard - Utilize warehouse forklift to organize and manage yard materials and equipment
- Identify damage, loss or surplus of goods and materials stored in warehouse
- Contribute ideas on ways to improve or optimize warehousing procedure
- Performs clerical and physical tasks in connection with shipping and receiving materials, tools and equipment
- Ensures accuracy of orders and prepares records of materials received and shipped for individual projects and general orders
- Manage drivers and delivery schedule – work with drivers to maintain their schedule and update schedule as needed; ensure they are timely with delivery and help load trucks to get them going
- Train a material handler for each larger jobsite on how to receive materials from drivers
- Upkeep 7000 S Jordan Rd. building by reporting any maintenance problems to Experience Service Technician and coordination in fixing issues with building
- Comply with OSHA standards and the Weifield Safety Program utilizing company provided hard hat, safety glasses, and vest. Appropriate work attire requires steel toed shoes, long pants and a minimum of a short sleeved shirt.

## Qualifications/Skills Required

- 1 to 2 years warehouse experience.
- Possess excellent quantitative and analytical skills.
- Possess excellent documentation and oral communication skills.
- Candidate should have a basic understanding of the electrical industry.
- Candidate must be able to mobilize electrical equipment and tools up to 50lbs.
- Possess entrepreneurial approach to problem solving.
- Must be intrinsically motivated, detail oriented and not accept second-best.
- Candidate must possess strong interpersonal skills in order to work in a diverse, dynamic and fast-paced environment.
- Candidate must be self-motivated and flexible to accommodate changes in Weifield's business strategies.
- Candidate must possess clean DMV record for use of company flatbed truck.
- Forklift certification preferred, but not required
- Computer savvy able to utilize Excel and Smartsheet or ability to learn quickly

## Reporting

The warehouse assistant reports to the Prefabrication Shop Manager, working closely with the Purchasing Manager and Tool & Equipment Manager.

Typical work hours are 6:00am – 3:00pm.

## Supervisory Requirements

The warehouse assistant will direct 2 warehouse drivers.

## Measurements (30 day and yearly)

The warehouse assistant's success is measured by the following criteria:

- ability to start and manage projects without guidance from management,
- development of process and tools that streamline operations,
- able to bring answers to the table and implement solutions quickly, and
- Yearly evaluation.

## Compensation Package

<b>Start Date:</b>	TBD
<b>Status:</b>	Full-time
<b>Pay Rate:</b>	DOE
<b>Employee Health Insurance:</b>	Healthcare 100% of the "Base Plan" by WGC 1 <sup>st</sup> of the month following 90 days
<b>Family Health Insurance:</b>	N/A
<b>Voluntary Dental/Vision Insurance:</b>	Portion paid by employee based on coverage selection after 90 days
<b>Disability &amp; Accident Insurance:</b>	Portion paid by employee based on coverage selection after 90 days
<b>Life Insurance:</b>	Portion paid by employee based on coverage selection after 90 days
<b>Flex Plan:</b>	Employee can set aside \$2500 pre-tax dollars for health/\$5000 for daycare after 90 days
<b>PTO:</b>	After six months, accrue five days per year 1-3, 10 days per year 3-5, 15 days per year after 5 years. Seven paid holidays per year.

**401k:**

Participate at one year. Weifield matches 100% of investment up to 4%

**Cell Phone:**

TBD

**Schedule:**

The anticipated work schedule for the warehouse assistant 6:00AM – 3:00PM M-F

**Current Drivers License Required:** Yes

**Weifield Group Contracting Inc. is an Equal Opportunity Employer.**