

ENTRY LEVEL WAREHOUSE LABORER

JOB DESCRIPTION

Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.

Completes deliveries by driving truck or van to and from vendors.

Maintains truck or van by completing preventive maintenance requirements; arranging for repairs.

Maintains inventory controls by collecting stock location orders and printing requests.

Maintains quality service by following organization standards.

Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.

Contributes to team effort by accomplishing related results as needed.

This warehouse position, once the applicant has passed the probationary period may be offered an opportunity to our electrical apprenticeship program.

All applicants must have a clean driving record and provide a copy at the time of interview.

Must have a valid State of Alaska Driver's License and meet company's insurance requirements.

Warehouse Worker Skills and Qualifications

Teamwork, Coordination, Organization, Planning, Time Management, Reporting Skills, Inventory Control, Documentation Skills, Equipment Maintenance, Dependability

Our establishment prohibits discrimination on the basis of race, color, national origin, age, disability, sex, marital status, parental status, religion, sexual orientation, genetic information, or veteran status.

Resumes to be submitted by fax 907-357-0173 or email to: info@vannoyelectric.com