



## Driver/Warehouse Associate

This individual will help ensure that the warehouse runs smoothly and efficiently. Complete any and all tasks assigned by the Shop Supervisor. The goal is to increase efficiency, profitability and customer satisfaction. Ideal candidates will have basic computer skills, experience working in a warehouse, and pulling inventory for shipments but we will train the right individual with no experience.

### Duties and Responsibilities

**Driver-** Loading and unloading trucks, perform truck maintenance, maintain truck log books, check packing slips, and insure delivery of correct product.

**Warehouse Associate-**Check in hardware, inventory control, assist customers with pick-up, create packing slips, unload delivery trucks, call job sites to confirm delivery, UPS, coordinate deliveries with other Block Iron locations, ensure correct and complete labels are attached to all orders processed, make sure correct material is pulled and loaded on truck for delivery and work in accordance with all warehouse safety regulations, keep shop clean and organized and serve as a backup for the Shop Supervisor.

### Minimum Qualifications

High School Diploma or GED

Valid Driver's license with clean driving record

Must pass pre-employment drug screen and background check including motor vehicle report and DOT physical

Must have attention to detail and good communication skills

### Knowledge, Skills & Abilities

Forklift certification preferred

Ability to lift up to 100lbs