

Taylor Electrical Contractors, Inc.

Job Description

Position:
Warehouse
Attendant

Job title: Warehouse Attendant

Work Location: 5479 Skyland Blvd. E Cottondale, AL 35453

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities Include but not limited to:

- Open warehouse in the mornings
- Open gates, and any Conex containers that need to be opened.
- Receive material into warehouse. Process packing slip and ensure no damage to material.
- Operate forklift as needed to move, load, and unload material.
- Properly label material, and place in proper locations.
- Know where to find job numbers to ensure material is placed in the right locations.
- During any downtime, ensure warehouse is neat; Organize miscellaneous material, clean the back parking lot, and keep busy at all times.
- Assist with vehicle maintenance, lay down yard organization, and assist field personnel as needed.

Education and/or Work Experience Requirements:

- **High School Diploma or Equivalent**
- **Forklift experience preferred, but not required.**
- **A VALID DRIVER'S LICENSE IS REQUIRED FOR THIS POSITION. YOU MUST BE ABLE TO BE INSURED UNDER OUR COMPANY INSURANCE FOR DRIVING OUR VEHICLES. AN MVR REPORT WILL BE RAN BEFORE A JOB OFFER IS MADE.**

Physical Requirements:

- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry 50 lbs. or more as needed.
- Must be able to talk, listen and speak clearly on telephone.
- Must be willing to accept calls and text messages on your personal cellular phone without expectation of compensation.

Print Employee Name:

Employee signature:

Date: