



Job Title:	Warehouse Associate
Reports To:	Warehouse Manager – Evening Shift (11:00a.m.-7p.m.)
Department:	Operations
Supervises:	N/A
Exemption Status:	Nonexempt

Job Summary:

The American Solar Warehouse Associate is a member of the Operations Team. He/she is responsible for performing day-to-day activities within the Material Distribution Center (MDC). Includes forklift operation, staging materials, driving large construction vehicles, cleaning facilities and other warehouse tasks.

Requirements

- Education - High School Diploma or GED.
- Physical - Must be able to lift up to 70lbs, stand on feet for long periods of time, and work in extreme temperatures.
- Computer – Must be proficient in typing and understanding basic Microsoft Office software programs.
- Driving – Must be able to pass a DOT Medical Examination and have a valid driver’s license.
- Age – Must be 21 years or older.
- Miscellaneous – Must pass a background check, driving record check, and a drug test.

Essential Responsibilities:

- Assist with shipping and receiving of materials and equipment
- Clean and Organize MDC facilities on a daily basis
- Assist with picking and staging material
- Clean, maintain, and fuel heavy equipment

Knowledge, Skills and Abilities:

- Experience operating a forklift
- Knowledge/experience with various construction tools is preferred
- Ability to travel if necessary in support of regional facilities
- Strong written and verbal communication skills in English (other languages a plus)
- Self starter who can work effectively with little supervision
- Ability to manage multiple tasks
- Willing to work odd hours if necessary

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They shall not be construed as an exhaustive list of responsibilities, duties and skills required of individuals in this position.