



## **POSITION/ROLE: Warehouse Team**

### **Responsibilities & Requirements**

#### **Warehouse Operations:**

- Receive, unload, and store incoming materials and products.
- Organize and maintain inventory within the warehouse.
- Prepare orders by pulling materials, packing boxes, and labeling shipments accurately.
- Conduct regular inventory counts and assist in inventory reconciliation.

#### **Manual Transmission Driving:**

- Safely operate vehicles with manual transmissions to transport goods.
- Conduct pre-trip inspections to ensure vehicle functionality and safety.
- Deliver goods to designated locations following specified routes and schedules.
- Adhere to traffic laws and maintain a clean driving record.

#### **Equipment Maintenance:**

- Keep vehicles in good working condition and report any issues promptly.
- Ensure proper care and cleanliness of vehicles and warehouse facilities.

#### **Documentation and Reporting:**

- Maintain accurate records of inventory movement, deliveries, and vehicle maintenance.
- Report any discrepancies, damages, or incidents promptly to management.

***This position requires a reliable and proactive individual capable of managing warehouse responsibilities efficiently while demonstrating adeptness in driving vehicles with manual transmissions. If you meet these qualifications and are eager to join a dynamic team, we encourage you to apply.***

### **GENERAL DESCRIPTION & SAFETY**

We are seeking a skilled Warehouse Worker and Manual Transmission Driver to join our team. This role requires a responsible individual capable of handling warehouse duties efficiently while possessing the ability to drive vehicles equipped with manual transmissions.

*L&L/ EGM clients often visit the premises and professional attitude, behavior and appearance is required at all times. Many client companies have confidential projects and technologies located at L&L/EGM, and no employee is to discuss the customers, projects or orders with anyone outside L&L/EGM. Professional appearance includes appropriate work attire suited to the specific work being done. Steel toe shoes are required. Additional requirements may be discussed with supervisor.*

#### **JOB TYPE**

- ✓ FULL TIME (M-F)

#### **EDUCATION REQUIRED**

- ✓ High School/Trade

#### **PAY**

- ✓ Be paid bi-weekly on a salary (to be determined)
- ✓ Allowed to participate in company benefits as detailed in the employee handbook (insurance, vacation, 401K, etc.)

#### **ADDITIONAL DETAILS**

- ✓ Professional and Timely behavior (show up on time, work hours as required, stay organized)
- ✓ Professional/Appropriate appearance, hygiene, language and demeanor with customer/ co-workers

#### **QUALIFICATIONS**

- ✓ Valid driver's license with a clean driving record.
- ✓ Proficiency in operating vehicles equipped with manual transmissions.
- ✓ Prior experience in warehouse operations is preferred.
- ✓ Ability to lift heavy objects and perform physical tasks in a warehouse environment.
- ✓ Strong organizational skills with attention to detail.
- ✓ Good communication skills and the ability to work both independently and as part of a team.