

Position Title: Warehouse/Delivery
Department: Warehouse
Reports to: Warehouse Supervisor

Status: Full-time Non-exempt

About Edge Construction Supply:

We are a construction supply distribution company that sells and rents products primarily to commercial contractors, industrial businesses, municipalities, and government entities. With a repair center, customer training, and other professionally customizable services, we have developed a loyal clientele base. Edge is 65 years old, privately held, and spans 5 states with 8 locations, headquartered in Spokane, Washington. We sell over 30,000 products from over 200 manufacturers, including: power tools, hand tools, safety equipment, abrasives, fasteners, strut, ladders, a variety of trade specific tools, equipment, and material handling products.

Job Description:

This position provides excellent customer service and workplace efficiency in warehouse and delivery based upon the growing needs of the store

Qualifications:

- 1-15 years of warehouse or distribution experience
- High School Diploma or equivalent
- Valid Driver's license with clean driving record

Essential Job Functions:

Warehouse:

- Pull product for orders and prepare for secure delivery and shipment
- Prepare and file packing slips, freight claims, and all internal receiving documents
- Verify quantity and description of materials by checking paperwork against packing list
- Receive delivery orders and properly sort and store merchandise
- Stock shelves and arrange new displays in showroom
- Operate forklift and various other machinery in warehouse maintenance activities
- Maintain neat and safe work environment in warehouse and showroom floor by performing basic janitorial activities
- Perform other duties as required by Warehouse Supervisor, including but not limited to: front counter sales, interaction with customers, answering phones, etc.

Delivery:

- Drive company issued truck and possibly pull trailer to ensure safe and efficient delivery to customers
- Follow ODOT regulations and safety precautions in loading/unloading delivery orders for customers
- Conduct inspection, basic maintenance, refueling, and cleaning of company vehicles and equipment as needed
- Assist in routing of local deliveries

Knowledge, Skills and Abilities:

- Ability to lift heavier products, up to 75 pounds
- Communicate internally and externally in professional manner
- Familiarity with warehouse operations and computer controlled inventory systems desirable
- Maintain professional appearance and good personal hygiene
- Ability to climb ladders and work outside or indoors
- Ability to take direction, work with others, and be self-motivated

Benefits:

- Hourly Compensation DOE
- Health insurance and health reimbursement plan
- Life insurance
- 401K plan
- Paid Holidays
- Paid sick leave and personal time
- Flexible spending account
- Use of company equipment
- Industry certification classes/training

Disclaimer:

This job description does not list all duties of the job. You may be asked by supervisors or managers to perform other duties. You will be partially evaluated on your performance based on the tasks listed in this job description.

The employer has the right to review this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Please send resume or letter of interest to careers@edgecs.com