



## **Warehouse Technician**

Location: Springfield, IL

Salary: \$45,000 – \$75,000

### **Overview**

This person is a part of the warehouse team in performing an array of duties such as, tool/equipment repair, delivery of tools/materials, processing/stocking/logging materials, supplies and inventory, cleaning and other tasks as assigned. This individual helps the warehouse team ensure our day-to-day operations in the field and office are running smoothly. In addition, this individual is effective in communicating and building relationships with team members, internal and external customers, suppliers, and subcontractors.

### **What You'll Do**

- Maintains and/or cleans equipment for use (ex. Cordless tools and HEPA machines from hospitals)
- Perform routine repairs to tools/equipment and may rebuild tools for use
- Fills job order requests for shipment and delivery
- Receive and track shipments, handle merchandise/supplies/materials
- Tag, label, and complete inventory of merchandise/supplies/materials in logistics software programs
- Operate appropriate machinery and tools for duties (i.e. forklift)
- Make deliveries, return materials, equipment and/or tools to jobs as needed

### **What We're looking for in You**

- Continuous learner
- Strong organizational skills.
- Excellent attention to detail
- Ability to problem solve.
- Excellent oral and written communication skills.
- Ability to prioritize and handle pressure in a fast-paced environment.
- Ability to maintain flexibility and a positive attitude at all times.

### **Qualifications**

- High School Diploma or equivalent.
- Minimum five years warehouse or facilities experience, preferred.
- Tool repair and usage/machinery experience, required.
  - Forklift Operation Certification may be considered an advantage.

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- Knowledge of the construction industry, preferred.
- Valid Driver's license and clean driving record.
- Great physical stamina and manual dexterity.
- Efficient with Microsoft Office (Word, Excel, Outlook), Windows, Adobe, and Internet. Willing to learn Toolwatch.
- Must be fluent in English.

### **Working Conditions**

Warehouse environment with visits to construction work sites where the employee will be exposed to moving mechanical parts, high precarious places, fumes or airborne particles, outside weather conditions, risk of electrical shock, moderate to very loud noise. Fixing tools, operating machinery, sitting, demands, driving, walking, lifting, carrying, reaching, handling, hand/eye/foot coordination, repetitive motions, talking, hearing. Occasional lifting/carrying up to 100 pounds.

**Interested?** Contact Shynisha Evans, People Operations Consultant at [careers@osheabuilders.com](mailto:careers@osheabuilders.com) or visit our website at [www.osheabuilders.com](http://www.osheabuilders.com).

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