

# Job Opening Announcement

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**Position:** Night Tool & Equipment Worker  
**Department:** Installation  
**Reports To:** Warehouse Leadman –Night Shift/Installation Manager  
**Available:** Immediately

## Job Duties:

- Issue and maintain records of equipment, tools, etc.
- Issue tools, equipment and maintain records of items issued and returned
- Work with Project Managers on their jobs (i.e. trailers, equipment, etc.)
- Read paperwork to determine items to be moved, gathered, distributed or loaded onto trucks
- Sort, place or move product to proper rack, staging area, storage or designated area
- Use forklift and order selector to unload and move product following safety procedures at all times
- Inspect all product for damage, scan product, properly tag all product
- Keep accurate records of all product received or distributed
- Prepare product for shipment
- Maintain a clean and orderly warehouse area
- Other duties as assigned

## Minimum Qualifications:

- High School Degree or equivalent.
- 1 - 2 years work experience
- 6+ months of related experience
- Microsoft Office knowledge
- Office furniture experience

## Preferred Qualifications

- Forklift certified

**Please contact Human Resources for more information:**

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