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**Job Title:**  
**Reports to:**

**Warehouse Associate**  
**Area Coordinator**



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**Job Responsibilities**

- Cutting and selling flooring
- Cut sheets
- Contractor / Scheduler / Supervisor communications
- Filing, sorting & organizing paperwork
- Deliver parts
- Communicating with contractors, schedulers, sites
- Shipping and receiving for flooring products and small parts
- Working with contractors, signing out product
- Inventory control, flooring and small parts
- Forklift and carpet machine maintenance
- Pick-up and deliver parts and supplies
- Assist with pick-up skips and garbage
- Deliver appliances
- Truck maintenance
- Maintain warehouse cleanliness
- Reconcile parts in warehouse

**Education and Experience Requirements**

- High School Education Preferred
- Warehouse experience
- Inventory Control experience
- Forklift experience
- Flooring experience
- Clean Drivers Abstract
- Basic Computer skills

**Non Technical Requirements**

- Strong Organizational Skills
- Ability to work well in busy situations
- Attention to detail

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