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### **Logistics Tech Job Description**

We are actively seeking a professional who can support warehouse logistics responsibilities.

Responsibilities include unloading, sorting, scanning, and loading of packages. They move a variety of packages, and they process these efficiently for the warehouse operations. Work in a physically demanding warehouse environment, and continually lift, lower and slide packages for the duration of their shifts. Daytime hours only. Workdays are from Monday to Friday.

The position is part time, with future opportunity for full time.

The candidate must have strong verbal and writing skills, as well as the ability to articulate themselves with clients and vendors both in email and phone conversation. The individual is to have an experience with MS Word and Excel. Candidate must be oriented to work in a people friendly environment while being prepared to think on their feet during periods of heavy workflow. The ability to quickly familiarize and understand the functions of a technical parts list is required.

#### **Principal Responsibilities**

- Prepares all parts for pickup/shipping
- Excellent Customer Service skills
- Excellent Verbal Communications skills
- Good Organizational and Multi-tasking skills
- Ability to follow set and standard procedures
- Ability to regularly lift up to 70-lbs (32-kg) unassisted
- Ability to maneuver packages up to 150-lbs (68-kg) unassisted
- Comfortable working in a fast-paced, physically demanding warehouse and sorting environment
- Comfortable working on ladders and heights above 10 feet
- Able to provide technical assembly and testing of equipment (on the job training available)
- Loading and unloading of delivery trucks and help load/unload company vans, drive forklift, receive all incoming or outgoing equipment, tools, and materials
- Warehouse orderliness and upkeep
- Receive deliveries and coordinate outgoing shipments
- Staging parts for projects and assuring the appropriate tools are included
- ICRA equipment tracking, inspections, cleaning, and repairs
- Drive for pickups and deliveries
- Support for Company Vehicle Maintenance and building maintenance