

Warehouse Associate

TEI Electrical Solutions is a minority, woman-owned government certified contractor in the Mid-Atlantic region, experiencing growth and has an immediate need for a highly motivated, detailed-oriented individual for an available opportunity as our Warehouse Associate. Under the general supervision of the Prefabrication Manager, the Warehouse Associate will administer TEI's equipment/tools program, coordinate project material movement between various locations, and assist with warehouse operations.

Essential duties and responsibilities:

- Operates vehicle to conduct deliveries or procure parts and raw materials from TEI suppliers.
- Assists in the proper loading of trucks to prevent damage in transit.
- Safely utilizes material handling equipment to transport materials and supplies to appropriate locations.
- Unloads, examines, sorts, and routes incoming shipments in the proper areas recording any order damages, errors or shortages discovered.
- Identification, labeling and placement of received goods in designated storage areas.
- Conducts preparation, packaging, labeling, and shipping of produced goods.
- Maintains inventory of shipping materials and supplies.
- Locates and acquires tools for projects, as directed.
- Evaluates and recommends repairs or replacement of tools and/or equipment.
- Performs all computer functions necessary to monitor various portions of the shipping/receiving process.
- Facilitates and preserves a safe working environment by keeping work areas organized and clean in accordance with standard procedures, rules and/or regulations.

Qualifications:

- Skilled in usage of tools, equipment, and materials of the construction industry
- Experience operating lift equipment
- Capacity to work independently with minimal supervision
- Outstanding time management and prioritization capabilities
- Ability to identify and correct conditions impacting employee safety
- High level of accuracy and attention to detail
- Prepared and qualified to travel locally or regionally, as needed
- Excellent problem-solving and organizational skills

TEI's Requirements:

- Valid Driver's License with CDL endorsement and an acceptable driving record
- High School Diploma or equivalent
- Ability to lift, move, push and/or pull electrical equipment or supplies weighing up to 75 pounds
- Reading and comprehension of operating manuals or instructions required
- Basic computer knowledge
- 2-4 years of experience or more is preferred

Benefits Offered 401K, Dental, Life, Medical, Vision

Recruiting@teiconst.com

Servicing the Mid-Atlantic Region