

WAREHOUSE MATERIAL COORDINATOR

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

ROLE AND RESPONSIBILITIES

This position is responsible for supporting the warehouse operation in providing materials management to employees on jobsites and maintaining an orderly warehouse environment.

- Separate all material for processing once trucks are unloaded.
- Manage delivery and recovery records and scrutinize supplies regarding scrap and waste material handling.
- Manage supplier material returns and credits
- Stock shelves with appropriate materials
- Keep material organized and areas clean and safe.
- Load trucks with materials to be shipped out.
- Unload trucks as they return from jobsites.
- Pick products off the shelves to be shipped to job sites.
- Assist delivery drivers with loading and unloading.
- Pick up and drop off materials at jobsites with company vehicle.
- Operate Forklift to retrieve materials.

EDUCATION REQUIREMENT AND QUALIFICATIONS

- High School Diploma or equivalent.
- Technical education in the building trades.
- Electrical field experience preferred.
- 2+ years of electrical product sales or related distributor experience preferred.
- Knowledge of materials and tools used in the electrical industry
- Ability to work in a fast paced environment with changing priorities and deadlines
- Demonstrated accuracy and attention to detail
- Good communication skills, both written and oral
- Basic skills such as inspection, math and reading
- Ability to work overtime occasionally as needed
- Ability to successfully pass a background check and Motor Vehicle Records check.

PHYSICAL REQUIREMENTS

- This job operates in a warehouse environment; and is exposed to weather conditions.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.
- This position requires the ability, and bend or stand as necessary.

This position requires the ability to move and/or lift objects regularly up to 50 pounds.

BENEFITS

Hunt offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

Apply online today at www.huntelec.com or contact Megan Tragiai at (651) 643-6628!

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities