

Warehouse Associate

Job Type: Full-time

Hayward, CA

Description

Vortex Industries, America's highest quality and most customer-centric commercial and industrial door repair company, is seeking a dedicated and detail-oriented Warehouse Associate to join our team.

As a Warehouse Associate, you will play a vital role in ensuring the efficient operation of our warehouse, including tasks such as receiving, storing, loading/unloading trucks, managing inventory, conducting material pick-ups, monitoring inventory, and performing general shop maintenance, as well as maintaining a clean and organized workspace. Your contribution will directly impact our ability to meet customer demands and deliver exceptional service.

Responsibilities:

- Unloading trucks and checking in material.
- Material pickup and drop-offs.
- Sort and place materials on racks, shelves or in bins according to organizational standards.
- Maintain and manage inventory levels of product and equipment.
- Operate machinery like forklifts.
- Receive and process materials.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times.
- Support any Safety programs and be a safety advocate at the Service Center.
- Support management with any safety training at the Service Center.
- Complete safety walks and provide feedback to the safety team.
- Wear the proper safety equipment.

Great Reasons to Work at Vortex:

- Competitive salary based on experience: \$23.25-28.75/hr.
- Industry-Best Training.
- Strong Safety Culture.
- Positive Work Environment.
- Recognitions and Rewards.
- Comprehensive health benefits, 401K match, 8 company paid holidays, and PTO.
- Company provided uniforms and an annual boot allowance.

Work Schedule:

- Full-time shifts are available between Vortex business hours of 7:00 AM - 5:30 PM, Monday through Friday with potential overtime

Requirements:

- High School Diploma or General Education Degree (GED)
- Previous experience in a warehouse role is preferred but not required.
- Strong knowledge of hand and power tools is a plus.
- Proficiency in using warehouse equipment, such as forklifts.
- A good driving record with valid state driver's license.
- Ability to lift and carry objects 20 pounds, move objects between 20-50 pounds and perform physical tasks throughout the day.
- Frequently required to stand, walk, stoop, kneel, or crouch.
- Occasionally required to sit and climb ladders.
- Basic computer skills for Microsoft office suite.
- Willingness to follow safety guidelines and procedures.
- Effective communication skills and the ability to work well within a team.
- Collaborative with a continuous improvement outlook.
- Strong attention to detail and accuracy in inventory management.
- Productive in fast-paced environments.
- Reliable and dependable.
- Time management skills to meet deadlines and prioritize tasks.

To Apply: <https://recruiting.paylocity.com/recruiting/jobs/All/1de800dc-a5e7-4e0e-b3fd-9ed11b5e17bd/VORTEX-INDUSTRIES-LLC?location=Hayward%2C%20CA&department=All%20Departments>