

# ***NOR-CAL*** ***MOVING SERVICES***

## **Commercial Office Furniture Movers, Hayward**

15.00 per hour, \$22.50 per hour overtime (Full time & Part time)

[www.nor-calmoving.com/careers](http://www.nor-calmoving.com/careers)

Established in 1982, NOR-CAL Moving Services started as an office mover and has grown to become one of the largest full-service relocation companies in the Western U.S. For 36 years, we have helped more than half a million individuals, families and businesses move to their new home or office location seamlessly. Our deep experience and expertise saves our customers time and money. We do this by delivering industry leading practices aimed towards quality, safety and easier transition for our customers.

### **Duties:**

- Loads and unloads furniture and related materials onto/ off trucks, ensuring that appropriate padding and securing are used to prevent damage
- Operates mechanical lift gates to facilitate loading and unloading of materials, as appropriate to the area of operation
- Locates and relocates desks, chairs, tables, file cabinets and other related office equipment
- Arranges and sets up furniture and related items for customers
- Operates a large moving truck in the transportation of moving materials, as necessary
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices
- May serve as the main contact person in communications with customers regarding work orders.
- Performs miscellaneous job-related duties as assigned

### **Job Requirements:**

- Must have high school diploma or equivalent (GED)
- Must be available and willing to work week nights and weekends as needed
- Must be capable of fulfilling the physical demands of the position, and be able to safely lift 75lbs
- Must be able to pass pre-employment drug test and background check
- Ability to safely and efficiently operate lift gates, and platforms, as appropriate to the position
- Ability to read, understand, follow specific instructions & safety procedures

Please apply by emailing or faxing your resume to: [dkale@nor-calmoving.com](mailto:dkale@nor-calmoving.com) or (510) 780-2685. Nor-Cal is a “drug free” workplace, and EOE M/F/D/V employer.