

LOADER

1. Bundling packages prior to loading
2. Load customer and contractor vehicles with requested materials
3. Greet customers and answer questions about specific materials
4. Track incoming inventory deliveries from suppliers and collaborate with the front desk to remain organized.
5. Unloading incoming shipments from shipping trucks and transporting to warehouses
6. General warehouse maintenance
7. Track outgoing deliveries for customers and contractors and collaborate with the front desk to remain organized.
8. Organize supply yard to keep materials fresh and separated.
9. Review supply yard to assess when material inventory orders are necessary.
10. Operate the loader and other heavy equipment in a safe and appropriate manner.
11. Perform daily maintenance and safety checks of equipment.
12. Understand and follow directions from supervisors as to required work.
13. Promote, execute and adhere to the company's safety program, and encourage all employees, subcontractors and consultants to adopt safety as a culture.