

**Warehouse Assistant
Home Performance / Solar Division
Job Description
August 2014**

The Warehouse Assistant is responsible for assisting with the supplying of materials to the warehouse and job sites which is necessary for smooth operation of company business and warehouse maintenance. This person will work in compliance with Neil Kelly Company standards for paperwork and processes, and customer, subcontractor and vendor relationships.

This person reports directly to the HP/Solar Production Manager for overall guidance, yet will work with the company Project Managers, Sales People and Field Personnel.

This is a 40 hour a week position with work hours being from 7:00am -4:00pm, Monday thru Friday. .

Warehouse Assistant - Primary Responsibilities

The primary functions of this position include, but are not limited to:

- 1) Managing inventory levels to ensure production crews have proper materials available;
- 2) Placing orders for inventoried materials on a regular basis and placing order for job-specific materials as requested by project managers;
- 3) Properly organize warehouse to ensure all material is readily accessible, countable and identifiable;
- 4) Stream line warehouse operating procedures by identifying and eliminating redundant processes;
- 5) Maintain accurate inventory counts;
- 6) Minimize inventory loss, scrap, adjustments and variance;
- 7) Maintain auditable records: Oversee receiving and verification of freight against receiving documentation and noting discrepancies and/or damage and report findings, management of job-costing materials to specific jobs;
- 8) Tracks and provides management reporting on key metrics;
- 9) Review all related appropriate vendor invoices for accuracy;
- 10) Periodically picking up material from vendors and delivering to jobsite;
- 11) Additional duties as needed

General Requirements

This position requires an acceptable driving record, valid driver's license, delivery experience, working knowledge of the Portland Metro area, experience supervising temporary labor, experience with customer service and a basic knowledge of and experience within the construction field.

The Warehouse Assistant must have the ability to self dispatch; to plan at least one week in advance, to prioritize multiple tasks; to read and follow directions, to write and communicate in English and have proven time management skills. This person must have the ability to establish and maintain effective work relationships with coworkers and customers.

Each Construction department employee is expected to be able to perform physical exertion typically found on construction sites. This physical exertion will include but will not be limited to: carrying, lifting, climbing, crawling, walking, stooping, squatting, pushing, pulling and hauling. Each Construction department employee must be able to work on uneven surfaces; concrete, dirt, finished floors, etc. They will be expected to lift, on a regular basis, between 50-100 pounds. This will include regular lifting of 30-50 pounds over his/her head and occasional lifting of up to 75-90 pounds over his/her head. Job site situations vary greatly.

The ability to work as a member of a team is a requirement for the Warehouse Assistant. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Truck Driver / Warehouse Assistant will be expected to be a full participant on his or her team.

The Warehouse Assistant is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. He/She is expected to abide by OSHA requirements. The Warehouse Assistants are expected to maintain a current First Aid/CPR card. The company safety policy can be referenced for complete detail. As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.