



WAREHOUSE TECHNICIAN

Portland, OR 97230

American Direct is a growing organization with more than 25 years of experience providing all-in-one door and access control services from pre-construction and logistics to installation, training and support. We are experts at delivering security solutions at the physical door opening of any building. For more information about our organization please visit: www.americandirectco.com

We are looking for a **Warehouse Technician** to join our **Warehouse** team. American Direct is looking for motivated individuals to help our organization continue its expansion across the country. If you have the experience and qualifications outlined below, we want to hear from you!

Position Overview

- The Warehouse Technician role participates in the shipping, receiving, organizing, storing and issuing of goods including supplies and equipment for the purpose of assuring shipments are prepared for delivery on a timely manner.

Duties and Responsibilities

- Processes a variety of reports in written and electronic formats (e.g. requisitions, paperwork, reports, etc.) for the purpose of disseminating information and/or materials to appropriate parties.
- Receives stock and non-stock items for the purpose of ensuring that specifications, quantity and quality of orders are correct.
- Drives vehicles (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
- Delivers a variety of items (e.g., boxes, packages, cargo, equipment, testing materials etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Responds to inquiries of staff for the purpose of providing information and/or direction regarding the status of deliveries.
- Maintains documents, files and records (e.g. tracking on line shipping, equipment transfer forms) for the purpose of documenting activities and providing materials and reliable resource information.
- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.
- This position reports to the Warehouse Manager

Position Requirements

Required Skills

- A minimum of two years of experience receiving, storing, and delivering supplies in a warehouse environment.
- Ability to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Ability to multitask and deliver job on a timely manner.
- Ability to accurately enter data in the system and ensure that all documentation and materials are processed correctly.
- MS Office.

Education/License

- Education – High School diploma or equivalent.
- Valid Driver's License.

Preferred Skills

- Forklift Operator's Certificate preferred. *NOTE:* If candidate does not have certification, he/she should have to have the ability to obtain certification. American Direct will provide training to obtain certification.
- MS Dynamic.
- Experience in the construction industry with emphasis in the specific fields of Doors, Frames, Hardware and Specialties will be desirable.

Work Location

- Portland, OR 97230.

EEO/Minorities/Females/Disabled/Veterans

American Direct provided the following inclusive hiring information:

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off

- Referral program
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Warehouse: 1 year (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: One location