**Job Title:** General Warehouse  
**Job Category:** PAID INTERNSHIP  
**Department/Group:** WAREHOUSE/Front OFFICE  
**Job Code/Req#:** SALES  
**Location:** 2608 GLENVIEW DRIVE  
**Travel Required:** 5-7 DAYS DAILY DELIVERY  
**Level/Salary Range:** $16-18/HR  
**Position Type:** FULL TIME  
**HR Contact:** JUSTIN EGGERS  
**Date posted:** March 1, 2022  
**Posting Expires:** May 1, 2022

**Job Description**

**Role and Responsibilities**

Employee is responsible for coordinating sales, purchasing and order fulfillments as well as oversee general warehouse duties.

- Operate forklift (training provided)
- Must be able to operate wire spooling machine
- Must be friendly, outgoing and willing to work with others
- Must be able to operate computers and be fluent in Adobe & Microsoft office
- Must be able to take shipping orders by phone, pull orders, and assemble products
- Preference in engineering background to run center pivot printouts and solid set layouts

**Qualifications and Education Requirements**

Working towards Bachelor’s of Science in Applied Engineering or Bachelor’s of Business

Employee must have computer experience

Valid driver’s license required

**Preferred Skills**

Be able to lift 70 lbs

Be efficient in sales and promoting company growth.

**Additional Notes**

Company pay is monthly. Simple IRA matching and health insurance offered.

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<th>Reviewed By</th>
<th>Justin J Eggers</th>
<th>Date:</th>
<th>March 1, 2022</th>
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