**Starting Wage - $22 to $24 per hour**

**Position Details**

The Warehouse/delivery employee is integral to the successful and smooth operation of our divisions. The Warehouse/delivery employee ensures all parts and inventory management tasks are handled accurately and timely both inside the warehouse as well as when materials are needed at a customer jobsite. Within this role, the Warehouse/delivery employee has the ability to take initiative to improve the way we manage our inventory.

**Primary Duties**

* Receiving deliveries
* Staging / pulling materials for jobs
* Monitoring key item stock levels to ensure we don’t run out of product
* Driving duties - pickup and delivery to job sites
* Assisting field technicians when necessary
* Assemble variety of materials for specific jobs
* Modify doors/materials utilizing hand and power tools
* Collaborate with team, develop ideas, and implement better ways of managing inventory

**Why Davis Door**

* Positive team culture with 60 years of experience and customer relationships
* 401k Match
* 100% Paid Medical, Dental and Vision
* On the job training
* Paid time off and paid holidays
* Overtime opportunities
* Variety of work tasks and possible cross-training for field work
* Paid certifications and continued education

**Skills Required**

* Communication skills, with the ability to multitask
* Excellent customer service skills, which reflect the values of our company
* A sense of personal responsibility, and passion for the success of the business
* A professional demeanor and punctuality
* Team oriented, can do attitude
* Valid driver’s license and clean driving record
* Ability to stay organized and on task in a fast paced environment
* Experience with basic hand tools and power tools
* Comfortable using a tape measure for measurement checks
* The ability to lift 75-80lbs when situations require.

\*A pre-employment drug test & background check will be required

**Reporting Relationships**

Davis Door Service is one company with multiple divisions. This structure allows us to serve our customers effectively and responsively. Each division has a division manager who oversees daily operations.

**Advancement Opportunities**

The opportunities for this role are three-fold. If you are interested and show the skills needed, you can apply for technician training program to become a field technician; you can grow into an administrative team member within the division; or you can seek opportunities within the other divisions.