

# GRAY ELECTRIC



## Gray Electric, LLC

N4703 HWY 12-16, Mauston WI 53948

### Warehouse and Grounds Manager

#### Description

Gray Electric has been proudly serving the Mauston and Tomah area for over 60 years and is looking to bring on a new Warehouse and Grounds Manager. This full time position is of vital importance for the day-to-day work that we do. This individual will be in charge of managing the day-to-day tasks of the warehouse, which include maintaining inventory, assembling parts for jobs, and keeping equipment in prime condition. They will also be tasked with maintaining the grounds of Gray Electric. The ideal candidate will be able to work individually while managing the warehouse but also work as a team member when called upon. They will need to be personable as they will need to interact daily with other employees, customers and our vendors. Warehouse management and electrical experience is preferred; however, we will train the right individual.

#### Tasks (Include but are not limited to)

- Maintain appropriate inventory
- Research to find exact part for job
- Pull parts for Job Shelf projects
- Process material returns
- Perform quarterly inventory count
- Perform/arrange for equipment maintenance
- Schedule vehicle maintenance
- Must be able to operate tractor and bucket truck (CDL preferred for Digger Derrick truck usage)
- Delivery of parts to crew in the field as needed
- Maintain clean appearance of the facility
- Handle direct customer sales
- Schedule disposal of trash and recyclables
- Coordinate OSHA and DOT yearly equipment inspections

#### Qualifications

- Strong interpersonal and communication skills

- Excellent organizational and prioritizing skills
- Ability to simultaneously perform multiple tasks
- Intermediate PC skills to be able to order from vendors
- CDL license preferred
- Must have a clean driving record

#### Physical Requirements

- Ability to safely operate material handling equipment as needed
- Ability to work in warehouse environment on concrete flooring and in varying temperatures
- Ability to lift up to 75 lbs.

#### Compensation

- Health Insurance
- Competitive wage
- Paid time off (PTO) Vacation and Sick Days
- Paid Holidays
- Flexible work schedule
- 401K retirement
- Education allowance
- Free uniforms and Company clothing

**Please submit Employment Application and Resume to:**

**Gray Electric**

**Attn: Jeff Gray**

**N4703 Hwy 12-16**

**Mauston, WI 53948**

**608-847-6209 / 608-372-4433**

**[jeff@graelectricllc.com](mailto:jeff@graelectricllc.com)**

**You Can Complete the Online Application on our website on our Careers Page at [GrayElectricLLC.com](http://GrayElectricLLC.com)**