

## Warehouse and Grounds – Assistant

## Flexible Part Time Position

April thru December 25 – 30 +/- hrs. per week.

January thru March Less than 25 +/- hrs. per week.

### Gray Electric

N4703 HWY 12-16, Mauston WI 53948

#### 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 - Assistant. This part time position (25 – 30 hrs. per week) is of vital importance for the day-to-day work that we do. This individual will be in charge of assisting / reporting to the Warehouse Manager with 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 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 and electrical experience are preferred; however, we will train the right individual.

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

- Receive and unload merchandise
- Transfer merchandise within the facility
- Pull parts for delivery to crews
- Log the incoming and outgoing inventory
- Process material returns
- Delivery of parts to crew in the field as needed
- Maintain clean appearance of the facility
- Operate riding lawn mower
- Organize the warehouse to maintain cleanliness and operational efficiency

#### Qualifications

- Strong interpersonal and communication skills
- Excellent organizational and prioritizing skills
- 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

- Competitive wage
- EXTREMELY Flexible work schedule
- Employee discount

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

Gray Electric

N4703 Hwy 12-16

Mauston, WI 53948

608-847-6209 / 608-372-4433

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