



# Job Description:

## Warehouse Manager/Driver

### Position Overview:

*Menconi Terrazzo LLC is the leading union terrazzo flooring subcontractor, servicing Chicagoland and surrounding areas. Family owned and operated since 1974, Menconi Terrazzo's strength is its workforce. Our sole purpose is to deliver expertly crafted flooring installations, on-time and within budget.*

*The Warehouse Manager/Driver contributes to our operations by governing our warehouses and regulates all incoming/outgoing materials, equipment, and supply inventory in a safe and controlled method.*

*Additionally, this team member will play a vital role in setting up outgoing jobsite materials or cleaning out jobs by collecting assets and returning jobsite inventory back into the warehouse. To be successful in this role, the candidate's schedule must be flexible, take initiative to foresee potential issues, and must be capable of continuous physical activity.*

### Responsibilities:

- Driving/Logistics
  - Gather and load materials and equipment per job material pick list
  - Safely transport and unload skids of materials and equipment to new and existing projects
  - Collect all remaining materials and equipment from jobsites for project clean-out
  - Pick up materials from vendor warehouses and transport to jobsite or warehouse
  - Work with vendors to ensure deliveries are accurate and received in a timely manner
  - Maintain fuel levels in fleet and communicate when maintenance and repairs are needed
- Warehouse
  - Responsible for managing warehouse inventory of material and equipment inventory and supplies
  - Work up terrazzo samples and label/track accordingly
  - Load and unload trucks with outgoing/incoming shipments
  - Ensure all packing slips/items received are accurate and process receipts
  - Request and arrange for repairs on various equipment as needed
  - Maintain safe, organized, and clean warehouse
  - Additional responsibilities, as needed

### Requirements:

- High school diploma or equivalent required
- Minimum (2) years driving experience
- CDL Type B License preferred, with good driving history
- Ability to operate forklift, or willingness to learn
- Flexible schedule to accommodate varying project schedules, **overtime and weekend availability a must**
- Ability to multi-task, organize, prioritize and problem solve
- Basic technology skills such as computers, email, smart devices, etc.
- Strong physical capabilities including bending, climbing, lifting pulling, squatting, twisting, standing for extended periods of time
- Ability to lift minimum of (50) lbs

### Role Details:

Location: Bensenville, Illinois

Manager: Clayton Menconi

Reports To: Operations Manager

Shift: 6:00am - 2:30pm (OT Eligible)

Updated: 6/29/2021