



JOB TITLE: Warehouse Assistant

LOCATION: State College, PA Office

COMPANY: Envinity is an energy conservation, efficiency and generation company that is rooted in the building science approach to green design, construction, and energy management. To support the growth of our solar and construction group, Envinity is seeking a Warehouse Assistant to improve company operations.

JOB SUMMARY: The Warehouse Assistant is tasked with improving operational efficiency for our solar and construction groups by providing support to the Warehouse Manager. The position requires good organizational and special thinking skills, as well as basic mechanical skills. Ideal candidates should have some knowledge of shipment receiving, inventory management, and fleet management. This position can evolve into other relevant positions within Envinity. Above all, Envinity prioritizes finding good human beings who want to make a positive change. Envinity will train on the job.

JOB TASKS

- Ability to learn to operate a forklift
- Ability to tow trailers and deliver materials to the job site
- Ability to organize warehouse including racking assembly, stocking inventory, and maintaining a safe working environment
- Receive shipments, verify accuracy, review for damage, and notify relevant parties
- Pull inventory for upcoming projects and palletize
- Maintain inventory documentation and communicate pricing changes
- Assist with basic vehicle maintenance including managing inspections and assist crews with cleaning
- Ability to be able to lift up to 50 lbs. on routine basis
- Ability to move safely in tight spaces
- Determine materials, equipment, and installation sequences necessary to maximize installation efficiency
- General facility maintenance
- Be part of a friendly, communicative team that aims to make the life of field staff easier and more efficient
- Extend a high-level service to our clients and vendors representing Envinity in a courteous, punctual, and professional manner
- Adhere to daily and weekly schedules for project activities under the direction of the Warehouse Manager
- Must be committed to safe working practices, knowledge of OSHA safety standards, and understand the importance of maintaining a clean job site
- Maintain Envinity standards of quality control, client communication and client satisfaction



WHAT MAKES A GOOD CANDIDATE

- Experience in the construction trades or warehouse management
- Basic auto mechanical experience, a bonus
- Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials
- Comfortable working at heights and on ladders on occasion
- High spatial awareness and planning skills
- Experience running, maneuvering, navigating, or driving vehicles or mechanized equipment
- Must be able to pass a DOT physical

PAY AND BENEFITS FOR FULL TIME EMPLOYEES

Envinity believes in paying living wages and investing in our employees growth and development as people. You can expect the following benefits starting on Day 1 of your employment:

- In addition to a rewarding and meaningful career in the solar industry, you will earn a competitive salary based upon your experience
- (8) paid holidays + paid vacation
- Health, dental and vision benefits
- Retirement plan with 3% company match
- Short term disability, long term disability and accident insurance available
- Life insurance policy options
- Continuing education investments as required for position

REQUIRED SUBMITTALS

- Resume

Submit resume and cover letter to Envinitycareers@envinity.com and include the subject line, "Warehouse Assistant".

Applicants selected for our interview process must agree to DMV and criminal background checks.

Envinity, Inc. does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any activities or operations. We are committed to providing an inclusive and welcoming environment for all employees, subcontractors, vendors, and clients.

