

Shop/Yard/Facility Team Member

Atlanta specialty construction and heavy equipment contractor is seeking an experienced team member to assist in the daily operations of our 7 acre yard/shop/facility. Ideal candidate will have previous experience in a related field however, we will consider all qualified applicants.

Duties

A. Inventory Control -

- Hand out parts to mechanics and charge out parts in the computer
- Assist in maintaining accuracy of inventory and parts stocking levels
- Create purchase order numbers for parts being ordered, enter records and ascertain types and parts numbers
- Contact vendors to order parts
- Compare invoices received with purchase order number on file in computer.
- Put away stock orders as they arrive

B. Facilities -

- Maintain shop and facilities in working order by coordinating maintenance and repairs with service vendors
- Inspect facilities to ensure compliance with federal, state, and local laws and regulations
- Maintain thorough inventory of all company equipment and ensure its readiness for use in our operations

C. Shipping and Receiving -

- Maintain records on all inbound equipment deliveries for customers
- Ensure safety and security of storage yard
- Assist with the unloading and reloading of all equipment in storage
- Coordinate with dispatch department on all outgoing shipments

Skills

Strong verbal and written skills

Reliable, organized, punctual

Self motivated but works well within a team environment

Excellent computer skills including Word and Excel a must

Prefer previous construction equipment experience (diesel mechanics and repair) or parts/warehousing experience

CDL License a plus but clean MVR is mandatory

Position is for Monday - Friday 7:00 AM to 3:30 PM. Some overtime and Saturdays as needed will be available. Starting hourly pay DOE to include company benefits of health insurance, vacation, holidays, and retirement plan as eligible per company policy.

Drug testing and fit for duty medical exam is required of new hires.

We are a GA Drug Free Workplace, EOE, and welcome all interested candidates to reply via email with letter of introduction and resume to careers@heatonereciting.com.