

## Warehouse Material Handler - Experienced



**North American Mechanical, Inc. (NAMI)** is seeking a Warehouse Material Handler - Experienced to join our distribution team. This position is responsible for the complete and accurate receipt and put away of all incoming materials, dispositioning of material returned from job sites and processing incoming material requests and distributing them to the appropriate areas.

**Responsibilities include but not limited to:**

- Unload trucks and check material for OS&D
- Check incoming material against packing list and purchase order to insure we receive the correct material and the correct quantity
- Putting material away either in stock or in job pile
- Entering material into the job pile in the computer system
- Collect order request forms (ORF's) and enter into tracking system.
- Distributing ORF's to Purchasing, Tools or the job puller
- Reviews material returned from job sites and determines if it can be returned to vendor, put into stock or non-stock.
- Perform all duties in a Safe, Accurate and Timely manner

The right candidate must have:

Acute attention to detail

Computer skills

3-5 years of previous shipping/receiving experience required.

Working Conditions and physical requirements:

This position requires the ability to lift a minimum of 75 lbs without mechanical assistance, extended periods of standing, bending and stooping.

A career at North American Mechanical - Comfort Systems USA means being part of a team and being proud of it! It means working safely and exceeding customer expectations. It means learning and growing your career, while striving for excellence, both personally and professionally. We offer an environment centered on care for our people and our customers and a full benefits slate including medical, dental, vision, life, 401 K, paid holidays & vacation as well as paid training and year-end bonus potential.

Equal Opportunity Employer/Affirmative Action Employer