



WAREHOUSE SPECIALIST (PASCO BULK PLANT)

Job Description Summary

This position has specific responsibilities as it relates to the CO-Energy Pasco Bulk Plant. Duties include but are not limited to customer service, order fulfillment, plant cleanliness, equipment maintenance, facility maintenance, and inventory management/reconciliation. It requires sound knowledge of CO-Energy's product line and individual must be able to perform reception and distribution of bulk oil products while maintaining accurate inventory information. This position may be asked to perform general maintenance and repairs of various types of equipment in and around various CO-Energy facilities.

Position Responsibilities

- Receive bulk oil deliveries
- Customer service
- Familiarity with CO-Energy product lines
- Transfer of bulk oil products into a variety of container sizes
- Basic knowledge of pump systems
- Strong maintenance abilities
- Strong time management and prioritization skills
- Potential welding and repair
- Work with other CO-Energy staff to ensure accurate inventory levels
- Work with other CO-Energy staff to ensure accuracy and efficiency as it pertains to order fulfillment
- Help stage products for outgoing deliveries
- Help load box trucks for outgoing deliveries
- General Maintenance in and around CO-Energy Facilities

Position Qualifications

- Fork Lift Experience
- History of handling hazardous materials preferred
- Knowledge of pump/mechanical systems
- Good problem-solving skills
- Math skills
- Self-motivated/Driven personality
- Works well with others
- Bi-Lingual a plus

Employee Signature

Date