



## Warehouse Clerk

Founded in 2006, Comfort Systems of Virginia, Inc. began with a goal to provide high quality contracting services to customers in Virginia and North Carolina. We are a Class A General Contractor specializing in HVAC, Plumbing, Piping and Sheet Metal services. Since our incorporation, Comfort Systems has made a commitment to constantly improve our capabilities by applying our industry-leading skills to all projects, making us a benchmark for quality and professionalism in our industry.

Comfort Systems of Virginia is one of the fastest growing mechanical groups in this area. We are looking for a full-time Warehouse Clerk to assist in managing this growth.

### **General Information:**

Job Type: Full-Time

FLSA Status: Non-Exempt

EOE, Drug Free Workplace

Normal Work Hours: 7:00 AM – 3:30 PM Monday thru Friday

(Work days and hours are subject to change to meet the needs of the company)

### **Primary Role**

The Warehouse Clerk will handle the day-to-day purchasing and inventory responsibilities. Additionally, the successor of this role will be required to provide support to the other organizational warehouse functions. Responsible for all aspects of inventory; compiles and maintains records of quantity, type and value of material, equipment, merchandise, or supplies stocked in establishment. Escalate issues or provide pertinent information to immediate Supervisor for resolution.

### **Essential Duties and Responsibilities**

- Report inventory needs to Purchasing Agent timely
- Maintain material inventory by scanning materials and tools in and out of the inventory system for fabrication shop and construction
- Maintain accurate inventory counts and records
- Keep inventory room clean and in an orderly fashion
- Report any damaged or non-working tools or equipment to Purchasing Agent for repair
- Take tools and equipment out of commission if they are not in proper working condition or appear to be unsafe for use.
- Manage preventative maintenance, repairs and inspections of tools and equipment
- Connex tracking
- Make deliveries as needed
- Pull material, tool and equipment orders from inventory
- Load delivery trucks with materials, tools and equipment
- Receive deliveries and handle accordingly
- Other duties as assigned

### **Certificates, Licenses & Registrations**

- Counterbalance Forklift Certification

**Knowledge & Skills**

- Ability to work cooperatively with others
- Problem solving skills
- Time management skills
- Effective communication and negotiation skills
- Proficient in Microsoft Outlook, Excel and Word
- Able to multitask and prioritize based on company needs/ team player

**Physical Requirements**

- Ability to work long hours standing
- Lifting to 50 lbs.
- Operation of warehouse equipment
- Ability to load and unload materials from vehicles
- Ability to work from heights
- Ability to climb ladders
- Ability to work in all different weather conditions to include but not limited to extreme heat, cold etc.

**Safety Requirements**

- Use safe work practices and promote safe practices.
- Utilize proper PPE equipment and ensure all persons on jobsite are also utilizing same at all times
- Comply with all safety requirements set forth by Comfort Systems and OSHA

**Education & Experience**

- High School Diploma/ GED Diploma
- Prior experience in a HVAC/ Plumbing purchasing/ inventory role
- HVAC/ Mechanical background preferred

**Employment Requirements**

- Ability to pass drug screening(s)
- Ability to pass background check, obtain security clearance and work on jobsites where minor children are present.
- Ability to prove U.S. employment eligibility and provide required documentation for same.
- Able to work extended hours, when necessary, nights and weekends.
- Must have reliable transportation.
- Must have a neat and professional appearance.
- Must be courteous and respectful of others
- Business is to be conducted with the highest level of personal integrity

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, employer paid life insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at [www.comfortsystemsva.com](http://www.comfortsystemsva.com).