



Entry Level Part to Full-time Warehouse Staff (Burlingame)

Are you interested in an opportunity to develop logistics, operations, transportation, and warehouse skills, all while saving the environment? Do you want to join a dedicated team that is focused on finding solutions that are both environmentally and economically sustainable? Would you like to be a part of a young, growing company where your career advancement opportunities are limitless?

If so, GreenCitizen wants to hear from you! GreenCitizen has an opening for an on-call to full-time Warehouse Technician, and we are looking for excellent candidates to interview.

About GreenCitizen

GreenCitizen is revolutionizing the global recovery, de-manufacturing, recycling, and accountability of end-of-life electronics for consumers and organizations, saving the earth from harmful electronic waste. The company provides convenience as well as strong financial and information-based incentives that reward all parties – consumers, corporations, manufacturers, retailers, and environmental-governmental agencies – for doing their part to recycle electronics responsibly. More information about GreenCitizen is available at <http://www.greencitizen.com/>

Position Summary

An entry level part-time to full-time Warehouse Staff is responsible for inbound and outbound warehouse operations. This person reports to the Logistic Manager.

Responsibilities

- Doing pick up of recycling materials from businesses in the busy San Francisco business district and from businesses and residences around the bay area
- Move and track inbound materials into the warehouse
- Weigh and log inbound materials
- Sort materials into bins or pallets
- Organize the warehouse space
- Weigh and log out all outbound material shipments
- Prepare and complete bills of lading and shipping lists
- Conduct pick-ups of recyclables at businesses and residences
- Use equipment to move materials onto trucks
- Back up other Center staff to greet customers and taking recycling drop-off at the San Francisco Center
- Back up other Center staff in answering the phone

Qualifications



- Reliable and consistent performer with good attention to detail
- Team Work Oriented
- Strong Work Ethic and positive attitude
- Capable of lifting heavy objects up to 70 pounds
- Professional customer interaction skills
- Ability to input data into a computer
- Pass drug test and background check
- Must provide a valid California driver's license and a clean DMV printout
- Past direct supervisor references strongly preferred.

Compensation: San Francisco Minimum Wage \$9.14 per hour.

How to apply

Please e-mail a cover letter along with your resume to job@greencitizen.com and write in the subject line "Entry Level Warehouse Staff October 2009." GreenCitizen is an equal opportunity employer and operates a drug free work environment. Must have direct supervisor references to be considered. All supervisor references and background checked..