



### **Entry Level Part to Full Time Warehouse Staff (Burlingame)**

GreenCitizen is offering an entry level Warehouse Staff position in a fast paced, socially responsible green business.

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 a part time to full time Warehouse Staff, and are looking for excellent candidates to join our team.

#### **Job Responsibilities:**

- Sort electronic recycling materials into designated bins or pallets
- Organize the warehouse space, including sweeping and recycling
- Use equipment to move materials onto trucks
- Use of computer to track material by product information
- Assist other Warehouse Staff as needed

#### **Required Skills and Qualifications:**

- Reliable and consistent performer with good attention to detail
- Professional customer interaction skills
- Ability to input data into a computer (will train)
- Driver experience not required but would be a plus
- Must pass drug test and pass background check
- Must provide a valid California driver's license and a clean DMV printout
- Should be able to lift up to 50lbs.

#### **Location:**

This job is based at our EcoCenter, located at 1831 Old Bayshore Highway, Suite 2, Burlingame CA 94010. We are conveniently located close to the Millbrae Bart and Caltrain station.

#### **Hours and Compensation:**

There will be a 2 week trial period. Work hours are Monday through Friday 7 A.M. to 3:30 P.M (40 hours a week). Starting rate depends on experience. Upon successful completion of trial period, full time position will be offered.

**How to Apply:** Email a resume to [scheduling@greencitizen.com](mailto:scheduling@greencitizen.com). Write in the subject line “Warehouse Staff 2017”. Must have past direct supervisor or manager references, and pass background and drug screening checks.

GreenCitizen is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status.

Hiring Organization: GreenCitizen, Inc.