



Posting Date: October 8<sup>th</sup>, 2023

## Warehouse Associate

*Founded in 1916, Lakehead Constructors, Inc. is a leading construction company in the Twin Ports and Iron Range, providing high-quality construction, management and building services to a wide variety of industries in the Upper Midwest region. With one of the most diverse portfolios in the area, Lakehead specializes in industrial construction, including institutional and commercial, mining and steel, oil and gas, power generation and railroad. Founded on a mission of safety, quality, service and innovation, Lakehead employs a highly skilled, flexible workforce with a passion for providing the highest quality service.*

If you enjoy a fast-paced work environment that offers a wide variety of challenging work, and you have a passion for safety, quality, service, and innovation, make Lakehead Constructors, Inc. your next career move. With an opportunity to be a part of a highly skilled construction team and the ability to work on a diverse portfolio of projects.

Lakehead Constructors, Inc. is seeking a Warehouse Associate to join its team in Superior, WI. The role is responsible for receiving, storing, and distributing material, tools, equipment, and products.

### Required skills include, but are not limited to:

- Reads schedules, orders, work orders, shipping orders, or requisition orders to determine items to be moved, gathered, or distributed.
- Conveys materials and items from receiving and staging areas to storage or to other designated areas.
- Sorts and places materials or items on racks, shelves, or in bins, boxes, or tool cages according to predetermined sequence such as size, type, style, color, or product.
- Sorts and stores flammable and hazardous products in an appropriate area.
- Fills requisitions, work orders, or requests for materials, tools, or other stock items and prepares/packages them for distribution.
- Marks materials with identifying labels and/or information.
- Opens, secures, stores and transports boxes, crates, totes, and other containers.
- Inventories equipment and materials or items within warehouse
- Receives commercially shipped items and distributes or stages within the facility.
- Uses computer to enter invoices, forms, other records.
- Prepares parcels for shipping; maintains inventory records.
- Maintains warehouse and storage areas in organized, secure and hazard free condition.
- Performs all other duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience



**Other skills and abilities:**

- Valid Driver's License.
- Ability to safely operate Fork Truck

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must regularly lift and /or move up to 25 lbs.; frequently lift and/or move up to 50 lbs.; and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes and/or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

**Disclaimer:** The duties, responsibilities and activities outlined in this job description are representative of the job but are not all inclusive. Lakehead Constructors, Inc. reserves the right to modify the duties of this position at any time, with or without notice.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position. The essential duties and responsibilities of this job may also be modified to provide suitable, gainful employment to individuals who have been released to return to work with temporary or permanent restrictions.***

**Lakehead Constructors, Inc. is an Equal Opportunity Employer**

*Pay is commensurate with education and experience.*

**send resume to Human Resources at**  
[careers@lakeheadconstructors.com](mailto:careers@lakeheadconstructors.com)