

**Reynolds Specialty Contracting, Inc. is seeking a Warehouse Manager that enjoys working with an experienced team in a collaborative environment and is interested in exploring a career with Reynolds Specialty Contracting, Inc.**

We keep on growing because we only hire the best, and our customers love us for it. We've been at this a long time here in Eugene/Springfield. You've probably seen our trucks and our ads. What you don't know is what it's like to be a part of a team like this. How much you feel appreciated when you don't cut corners. How much you can earn when you truly are the best. People often come to us looking for a job. They stay with us because they find a fulfilling career, room to grow, and opportunities to excel.

The Warehouse Manager's primary responsibility is receiving materials for all plumbing and electrical projects and getting them to the appropriate location. They will communicate with Project Coordinators and the Purchasing Agent and update the delivery board throughout the day. They oversee all movement and inventory of tools through warehouse and process tool repairs with vendors. They are responsible for ensuring the proper securing of all RSC warehouse doors, gates and Conex's. The Warehouse Manager will also ensure cleanliness of the warehouse including the yard.

**Duties:**

- Receiving /handling materials
- Record keeping of material received/shipped
- Tracking and Staging materials in warehouse
- Pulling materials
- Updating the delivery board as needed
- Assisting with tool tracking and requisitions
- Processing invoices
- Maintain cleanliness and organization within the shop and yard
- Receive tools after Shop Coordinator has accounted for them.
- Engrave all tools "Reynolds" and give them an appropriate tracking number.
- Manage tool inventory through OneKey software system
- Receive tools request and gather tools needed.
- Deliver tools as needed.
- Ensure all tools request forms are signed and filed electronically and physically.
- Communicate clearly on daily tasks and all associated tasks.
- Responsible for cleanliness of all tools and tool room.
- Fleet management

**Requirements:**

- Experience with Shipping/Receiving Logistics
- Excellent Leadership and Communication skills.

- Proficient in using Microsoft programs such as Word, Excel, and Outlook.
- Knowledge of common Shipping and Receiving practices and processes.
- Ability to drive various types of vehicles, including manual transmissions.
- Knowledge and skills for towing equipment and/or equipment trailers.
- Minimum of 1 year Forklift experience.
- Technology literacy: basic knowledge of how to operate cell phones and tablets.
- Attention to detail: must pay strong attention to detail to keep information accurate and organized.
- Familiarity with tools and equipment of the trade preferred.
- Warehouse Supervisory Experience preferred.

#### Benefits

- Starting wage of \$25/hour
- Cell Phone stipend paid weekly
- Starting with 40 hours of frontloaded PTO
- 8-10 Paid Holidays
- 401(k) with matching program
- Health insurance for the employee with option to add family, including dental, vision, and prescription drug coverage.

Reynolds Specialty Contracting's foundation is based upon its core values of Family, Integrity, and Team. We strive each day to operate within these values. By doing so, our goal is to create an environment that makes REi a unique and positive experience for all its employees.

Our team works each and every day to preserve our reputation as being one of the most well-respected electrical contractors.

You're encouraged to contact us today to see if we may be a good fit for each other. Please email your resume to [Careers@rscbuild.com](mailto:Careers@rscbuild.com) or submit online at [RSCBuild.com](http://RSCBuild.com).