

JOB OPENING: Warehouse Associate

Architectural Iron Designs, Inc. is a nationwide supplier of quality architectural metals and decorative iron components for various applications including railings, driveway gates, garden gates, fences, window guards, furniture and anything you can imagine! We offer a complete range of products in various materials including steel, cast iron, brass, bronze and aluminum. To complement the projects we also have a full range of finishes for metalwork and gate hardware.

In addition to our catalog we have 3 websites showing the full range of our product offering.
archirondesign.com, locks4gates.com and duragates.com

We are currently seeking **Warehouse Associates** to fulfill customer orders, receive incoming products and for general warehouse tasks. This is a great opportunity for someone interested in joining a small but growing company in the construction industry. Candidates will have the opportunity learn more aspects of the business for advancement within the company. The qualified candidate must be a dynamic individual, with a positive attitude, and someone ready to join our team as we continue to grow.

Description of skills and experience:

- Good verbal and written communication skills
- Basic math and computer skills
- Ability to work physically for picking and packing orders
- Previous warehouse experience preferred but not required
- Forklift experience a plus but not necessary
- Construction industry related experience a plus
- Knowledge of UPS WorldShip or Fedex shipping software a plus
- Able to multitask in a small company environment
- Good work attitude and be able to work in a group

Description of Responsibilities

- Pull, pack and ship orders in an accurate manner
- Schedule and prepare LTL orders
- Organize stock and maintain inventories
- Inspect goods for defects, damages and discrepancies
- Organize space in the warehouse and perform cleaning duties
- Handle walk in customers

Submit resumes to Jay Shah at jay@archirondesign.com.