



Warehouse Associate, OfficeScapes

Compensation: 20-25/HR

Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

Job Summary:

OfficeScapes by elements is looking for a Warehouse Associate to join our growing team. You will be responsible for fulfilling the logistics behind receiving, processing, and storing inventory based on purchase orders and company policy.

Essential Functions

Assist in unloading, locating, inventorying, and pulling of product in the warehouse.
Perform job in accordance with mandated safety procedures.
Assist with facility maintenance and housekeeping.

Required Skills/Abilities

- Must be able to operate forklift equipment safely.
- Ability to handle heavy lifting.
- Demonstrate positive attitude, appearance, and attendance.
- Strong organizational skills.
- Strong computer skills a must.
- Detail oriented.

Education and Experience

- Minimum 2 years of previous warehouse experience required.
- Reach Forklift experience preferred.



Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.