

TITLE: Warehouse Support

REPORTS TO: Director of Audiovisual

JOB DESCRIPTION:

Building Infrastructure Group, Inc. in Chantilly, VA is seeking a Warehouse Support individual to assist our current staff with the warehouse responsibilities in our Chantilly, Virginia office. The Warehouse Support associate will assist with receiving equipment, inventory tracking, and preparing equipment for our technical teams to pick up.

RESPONSIBILITIES:

- Receiving equipment
- Inventory tracking
- Preparing equipment for our technical teams to pick up
- Occasional deliveries around the Washington DC area will also be required.
- Additional warehouse and inventory duties as required

JOB REQUIREMENTS:

- Flexibility to work various hours and be willing to travel as needed
- Familiarity with Microsoft Excel is preferred for inventory tracking and recording serial numbers
- Physically able to lift 65 lbs. unassisted
- Able to stand for long periods of time
- Experience using an electric pallet jack
- Warehouse experience is preferred
- Ability to successfully pass a pre-employment screening process including criminal background check, driving record and drug screening
- A valid driver's license with a passable driving record

Send your resume to resume@biggp.com. We are looking forward to hearing from you!