

Purchasing and Procurement/ Warehouse Associate

Fire Detection Unlimited, Inc. (FDU), a leading Engineered Fire Alarm Systems Distributor is seeking a Purchasing and Procurement/Warehouse Associate to work in their East Bay (Concord, CA) office.

The ideal candidate is highly organized with strong follow through skills, articulate, multi-tasker, and has the ability to work well under pressure in a fast-paced constantly changing environment. The qualified candidate will be integral in the continued success and growth of FDU.

Purchasing and Procurement/ Warehouse Associate Responsibilities:

- Work with CAD department and Project Managers to order necessary equipment for jobsites
- Work with outside vendors to place orders
- Materials inventory, maintain quality control standards by checking items as they come in
- Product Labeling
- Field staff inventory, verify tech stock and replenish as necessary
- Pickup/delivery
- Maintain warehouse and stockroom, keeping it clean and organized
- Prepare necessary documents

Requirements:

- 1-3 years minimum work experience in similar position
- Excellent written and verbal communication skills
- Computer skills – outlook, excel, word
- Must be able to lift 50lbs
- Must be able to stand for long periods of time
- Be able to bend and reach overhead
- Must be able to work under deadline pressure as organizational skills are key to finding and providing product quickly
- Good organizational skills with the ability to prioritize and manage and make effective timely decisions on multiple projects simultaneously
- Clean Driving Record

FDU offers paid time off, holidays, medical, dental benefits, 401(k) plan, and life insurance, and is an equal employment opportunity employer.

Our organization is dynamic, and we pride ourselves on providing a collaborative work environment where employees are consistently engaged and work together to provide top quality service.

Come join us in Making Fire Alarm Simple!

Interested candidates email your resume to resumes@firedetect.com

Local candidates only.

*Not all applicants will receive a response. Only top candidates will be notified.