

Warehouse/Purchasing Assistant/Delivery Driver

Fire Detection Unlimited, Inc. (FDU), a leading Engineered Fire Alarm Systems Distributor is seeking an entry level Warehouse/Purchasing Assistant/Delivery Driver 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.

Warehouse/ Purchasing Assistant/Delivery Driver Job Responsibilities:

- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Assist with interior and exterior building maintenance.
 - Replace interior lights
 - Cleaning the front walkway and windows
 - Light cleaning
 - Projects as needed
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Verifies receipt of items by comparing items received to items ordered; resolves shipment errors with suppliers.
- Maintain inventory controls by collecting stock location orders and printing requests.
- Organizes incoming deliveries and receives against open purchase orders.
- Authorizes payment for purchases by forwarding receiving documentation.
- Keeps information accessible by sorting and filing documents.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Stages parts for jobs and truck stock
- Pick up parts from warehouse or vendor locations.
- Deliver parts to technicians in field or customer job sites.
- Assist with permit submittals at County and City offices.
- Updates job knowledge by participating in educational opportunities.

Skills and Qualifications

- Supply management
- Time management
- Dependable
- Positive Attitude
- Clean Driving Record
- Valid state issued driver's license
- Able to lift a minimum of 50 lbs. unassisted on a regular basis
- Good communication skills and can read invoices, use computer terminals to look up information.

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.