



We're hiring!

Seeking talented team members to join our ALBD family.

Job Title: Warehouse Coordinator

Position Type: Full-Time

Who We Are:

Since 2006, ALBD Electric & Cable has provided the highest-quality commercial and residential electrical installation, service and maintenance. We take pride in our 100% self-performance capabilities consisting of underground, ground-up, design-build, construction, tenant-improvements, and much more. ALBD's multi-faceted specialties and reputation have awarded our teams exciting projects with leaders in a wide array of industries.

We are not your average electrical contracting company. We are more than that. There is a cultivated family environment here at ALBD created by our ownership then nurtured by our leadership team. Many of our employees have been with us since inception and all of our employees are inspired by the opportunity for further development, training, and advancement.

Job Purpose:

A Warehouse Coordinator at our Anaheim location will assist with receiving, shipping and inventory to ensure the flow of productivity transpires in a cohesive and timely manner.

Responsibilities:

- Operate forklift to transport larger orders and heavy products
- Keeping warehouse area clean and organized
- Assist with inventory
- Receive products and evaluate to detect defects
- Drives company vehicle, which may require class C
- Unload trucks for deliveries to jobsites in Orange County, Los Angeles County and neighboring counties.
- When not making deliveries, assisting in the warehouse with receiving, shipping and inventory.
- Must be able to lift up to 75 pounds on a regular basis
- Other responsibilities as directed by Warehouse Logistics

Education, Skills and Experience:

- High school diploma or GED is required
- 2-5 years warehouse experience
- Certified to operate forklifts
- Must be 21 years of age or older
- Minimum (3) years driving experience. 'C' license required.
- **CLEAN DRIVING RECORD WITH NO POINTS**
- Good communication skills
- Good organization skills and able to multi-task
- Team player
- Proficient in Computer Programs (i.e. Microsoft Word, Excel, etc.)

ALBD is an Equal Opportunity Employer and committed to workforce diversity.

Qualified applicants will receive consideration without regard to age, race, religion, sex, sexual orientation or national origin.



ALBD
Electric & Cable

Benefits:

- Competitive Compensation Packages
- Medical, Dental, Vision, Voluntary Insurance and 401K with 3% match
- *And, ask about our Referral Incentive Program!*

Are you interested in being part of our ALBD family?
Please submit your application and/or resume to: humanresources@albdinc.com
or call our **Human Resources Department @ 714.683.2030**