



## Job Description

**Position Title:** Warehouse Associate / Delivery Driver  
**Category:** Full time  
**Reports to:** Warehouse Manager  
**Location:** Milpitas, CA

**OBJECTIVE:** Our warehouse Associate/ Driver will work out of the Milpitas warehouse. They will assist with order fulfillment, shipping, receiving, and deliveries throughout the Bay Area.

### DUTIES AND RESPONSIBILITIES:

- Operate forklift to organize and stack inventory, receive and load shipments from docks
- Pack wine clubs, orders and transfers from invoices and BOL
- Drive local Bay area routes, load, unload and deliver goods
- Use various software tools to generate shipping labels and reports
- Process RMA's (returns), log and reship
- Coordinate and maintain regular schedule of shipments, transfers and deliveries with warehouse group
- Monthly inventory support at multiple locations
- Routine maintenance of vehicles, warehouse housekeeping
- Complete variety of warehouse projects as necessary
- Follow safe working practices
- Other duties as assigned.

### REQUIREMENTS / EXPERIENCE:

An ideal candidate:

- Computer literate/capable, attention to detail
- Able to lift 40 pounds repeatedly
- Able to operate forklift, drive 16ft box truck
- Able to train, learn, and be certified in new skills as position demands
- Has a clean DMV record, will pass a background check

Please email your resume to [hr@ridgewine.com](mailto:hr@ridgewine.com) Subject Line: Warehouse Driver