



## Job Description

**Position Title:** Warehouse Associate / 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, packing, stocking, and deliveries throughout the Bay Area. This position is eligible for full a benefits package.

### DUTIES AND RESPONSIBILITIES:

- Pack wine boxes, 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
- Operate forklift to organize and stack inventory, receive and load shipments from docks
- Follow safe working practices
- Other duties as assigned by management based on company needs

### REQUIREMENTS / EXPERIENCE:

- Minimum Education: High School Diploma
- Computer literate/capable, attention to detail, basic MS Office, smart phone
- Ability to communicate clearly in written and spoken English language
- Ability to lift 40 pounds repeatedly required
- Ability to operate forklift, drive 16ft box truck
- Able to train, learn, and be certified in new skills as position demands
- Clean DMV record, will have to pass a background check, required

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