



Position Title: Warehouse Associate / Driver
Category: Full time
Reports to: Warehouse/Logistics 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 --or be trained 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
- Available to work a flexible schedule between 7 am and 7 pm, M-F and occasionally on a weekend

Please email your resume to hr@ridgewine.com, Subject Line: Warehouse Driver