

## JOB OPENING

# Warehouse/Fleet Specialist

January 22<sup>nd</sup> 2025

TruNorth Solar is growing, and we are seeking a highly organized and motivated individual to join our team as a part-time **Warehouse/Fleet Specialist**. This role is critical in ensuring the smooth operation of our warehouse and the maintenance of our fleet vehicles. TruNorth Solar offers a fun and exciting culture of Mission driven team members who want to make a meaningful difference in our future energy recipe. We are a passionate, hardworking team that supports each other in creating lifelong learning and growth through career-oriented opportunities. If you or someone you know can embody our TruNorth values of character, substance, and integrity, please contact us at **612-888-9599** or email your resume to **Info@TruNorthSolar.com**.

**Title of the Position:**

Warehouse/Fleet Specialist

**Reports to:**

Procurement/Construction Project Manager

**Department:**

Operations Team

**Start Date:**

Immediately

**Overall Responsibilities:**

- Fleet Management:
  - Coordinate regular maintenance and repairs for company vehicles, including trucks and trailers.
  - Maintain accurate records of vehicle registrations, inspections, and service history.
  - Ensure vehicles are properly equipped with necessary tools and safety equipment.
- Warehouse Operations:
  - Conduct regular cycle counts to maintain accuracy reporting findings to manager.
  - Receive incoming shipments, verify contents, and organize materials for upcoming projects.
  - Stage projects by preparing and loading materials for installation crews.
  - Maintain a clean, safe, and organized warehouse environment.
  - Enforce warehouse safety protocols and ensure compliance with regulations.

**Qualifications and Requirements:**

- The highest degree of 'Character, Substance and Integrity'.
- Strong organizational and time management skills self-motivated to work unsupervised.
- Valid driver's license with a clean driving record.
- 1+ years of experience in warehouse operations or fleet management.
- Ability to lift and move up to 50 pounds.
- Excellent communication and interpersonal skills.
- High school diploma or equivalent. Forklift certification is a plus.
- Basic computer proficiency.

**Compensation and Benefits:**

- 20 hours per week, with flexibility to meet operational needs (competitive, based on experience)
- Health, Dental, Vision, and 401k Benefits available.

To apply or express interest please send cover letter and resume to: [info@trunorthsolar.com](mailto:info@trunorthsolar.com)