



## Job Description

**Copperhead Industries** provides end-to-end solutions for precise location of underground utilities. Innovation, high quality and superior service make Copperhead the supplier of choice among utilities, municipalities and engineers specifying tracer wire systems in the natural gas/oil, water/sewer, and telecommunications markets. Copperhead Industries is an equal opportunity employer offering a comprehensive benefit package including health, dental and life insurance, 401K, profit sharing, and tuition reimbursement.

**Job Title:** Warehouse Assistant

**Reports To:** Operations Manager

**Job Overview:** This position will perform a variety of warehouse and operations functions including shipping/receiving, packaging, warehousing, product assembly, product labeling, and other functions as needed to support general operations of the warehouse. This is a critical support role with opportunity for growth and specialization in the future. A successful candidate will be a good team member with the desire to work hard and maintain flexibility to handle multiple priorities.

### Responsibilities and Duties:

- Shipping/receiving
- Product assembly
- Packaging
- Prepare orders for shipment and complete data entry of shipments
- Warehouse cleaning/organizing
- Fill requests for literature and samples
- Provide tracking information on shipments
- Customize Vivax-Metrotech locators prior to shipping
- Other operational tasks as assigned

### Qualifications:

- Ability to work well with others in a team environment
- Flexibility and ability to adapt well to change required
- High school/GED diploma minimum
- Microsoft Office experience
- Valid driver's license





**Physical Job Requirements:**

- Must be able to stand for extended periods of time
- Ability to perform warehouse functions such as loading and unloading products from delivery trucks, placing and removing products from shelves, and unpacking and packing items for shipment
- Must be able to lift a minimum of 70 lbs.

To apply, please send application or resume to [jobs@copperheadwire.com](mailto:jobs@copperheadwire.com) or mail to Copperhead Industries, ATTN: HR, P.O. Box 1081, Monticello, MN 55362.

