

Title: MA Michigan Driver/Warehouse Associate

Department: Warehouse

Status: Full Time

Reports to: Operations Manager

Primary Work Location: Livonia, Michigan

Pay Range: \$ 23 - 26

Position Background

The Driver/Warehouse Associate serves as a support staff person for warehouse operations and varying driving distances to service southeast Michigan, Lansing, Grand Rapids, Bay City, Kalamazoo and Toledo. This is an entry to a mid-level position and training will be provided if necessary. Warehouse responsibilities include prep and package orders for local delivery and to load for contracted transit around the U.S.

WHO WE ARE

Masonry Accessories, Inc. is a full service, family owned and operated masonry accessory supplier, with experience serving contractors in the U.S. since 1988. We maintain warehouses in Michigan and Florida, and also source accessories from a network of partners to serve customer project sites wherever they are needed. Our team has nearly 100 years of industry experience. Exceptional customer service sets us apart from our competition, allowing us to maintain and grow lasting relationships.

OUR GOAL

Our goal is to provide unmatched customer service and technical assistance, premium product lines, and a commitment to the industry we love. Where others promise, we deliver.

Job Duties & Responsibilities

Driver/Warehouse Support

- Must be present in the Livonia, Michigan based warehouse a minimum of 5 days/week M-Fr. 8 am – 5 pm [open to less hours - but should be set]
- Picking and loading orders accurately and efficiently, carefully loading and transporting them directly to our customers
- Perform all scheduled deliveries in an accurate and timely fashion following pre planned routes
- Support shipping and receiving functions, stocking of inventory into location, and picking items for shipping
- Manage walk-in inquiries and greeting guests/customers with warm, helpful demeanor.
- Maintain warehouse tidiness – straightening, organizing, tidying, sorting, etc.

Communication and Relationship Management

- Establish excellent working relationships with customers at delivery locations and as customers come into the warehouse.

JOB DESCRIPTION

Warehouse Associate/Driver

General

- Be familiar with and follow all policies, procedures and guidelines as standardized by MA.
- Participate in company events and activities.
- Participate in program related training as needed or as determined necessary.
- Provide additional support to other MA staff as appropriate.
- Other duties as assigned.

Qualifications

Required

- Ability to work cross-functionally with all MA staff [both in Florida and out of state]
- Valid chauffeur driver's license and a clean driving history [CDL endorsement is not required]
- Able to lift 50+ pounds (packages can be all different shapes and sizes)
- DOT Medical Card [willing to support getting this]
- Ability to communicate, interact with, and treat all staff and customers with respect and kindness.
- Commitment to the company, attention to detail, highly efficient and conscientious about thorough follow-up.
- Ability to multitask and prioritize.
- Problem-solving abilities.
- Strong organization skills.
- Must be able to work independently and be managed remotely.
- Flexibility to take on new tasks as they come up.

Preferences

- Experience working in at least a small warehouse or as a driver [24' stake truck automatic minimum]
- Forklift experience
- Chauffeur license, but willing to train

Physical Requirements

Extensive physical lifting is required. Outdoor work may involve walking on uneven ground on jobsites, customer yards, in the warehouse etc. Limited office work will include periods of time sitting while using a desktop computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. People with a criminal record are welcomed to apply. Ability to speak, hear and listen in English required.

Work Environment

This position is primarily a driver/warehouse position at the Livonia, MI location. Company branded dress code, furnished by MA

Nondiscrimination Policy

It is the policy of MA to provide equal employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

JOB DESCRIPTION

Warehouse Associate/Driver

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

Terms of Employment – At-Will Employment Status

All persons employed by MA, regardless of classification status, are employed on an “at-will” basis.

Application Instructions

All interested parties are invited to submit 1) a resume, 2) references, and 3) a letter/note indicating why you are interested in this position which describes experience and interest in the position. Please submit all three documents as one single PDF file, named as such: Your Full Name_MA_Warehouse Associate/Driver_Application. *Incomplete applications may not be considered.*

Mail/e-mail to: Marie McCormick, COO, marie@masonaccess.com. Deadline for submission: Friday, February 14, 2025 11:59 p.m. Early submissions will be evaluated on a rolling basis. Late submissions may not be considered. No phone calls, please.