



Warehouse Associate

Tradewater is an environmental project development firm located in Chicago, Illinois. Our projects are all designed to have a dual mission – fight climate change and make a profit. We believe companies with this dual mission are better positioned for growth and success in a changing economy. And we are proving it year over year.

Tradewater owns and operates a warehouse facility in Elk Grove Village, Illinois. The facility is also an EPA- certified refrigerant reclaimer. Tradewater is seeking applicants to fill the position of Warehouse Associate. The Warehouse Associate will assist and support the core work of the facility, which includes receiving, aggregating, and processing refrigerant sourced from throughout the United States and delivered to the warehouse.

Responsibilities:

- Support warehouse operations and perform work at direction of Operations Manager
- Receive, inspect, and warehouse incoming refrigerant cylinders
- Maintain records and documentation including delivery of confirmation receipts, BOL's, client transactions, DOT documents, refrigerant sampling and analysis, etc.
- Write Bills of Lading, coordinating and scheduling outgoing shipments
- Test refrigerants
- Transfer and aggregate refrigerant from small cylinders and cans to larger cylinders and tanks
- Assist in the procurement of refrigerant
- Track supply levels of various parts or materials; purchase and procure additional or replacements when necessary
- Conduct physical inventory counts
- Maintain a clean and well-organized warehouse

Position Requirements:

- Support of pollution reduction and environmental sustainability mission
- High School Diploma or equivalent
- Previous work history and/or military experience
- Experience in warehousing and inventory
- Attention to detail, punctuality and good organizational skills are essential
- Commitment to working safely
- Good computer skills including comfort using Microsoft Office Suite and web-based applications
- Must be willing to rotate periodically to work nights and weekends, 12-hr shifts
- Must be able to climb ladders, lift at least 50 pounds and work in warehouse environment



Preferred Experience:

- Forklift certified
- Experience in preparation of shipping papers
- Knowledge of DOT hazmat regulations
- Experience with HVAC and refrigerants

Tradewater offers a competitive salary and good benefits.

Please send a cover letter and resume to Josh Ward at jward@tradewater.us.