



## Warehouse Associate

Tradewater is a mission-based company headquartered in Chicago and operating around the world. We collect, manage, and destroy greenhouse gases. Our projects are designed to fight the climate crisis and create economic development opportunities. The gases that we work to destroy primarily come from old refrigerants, which are some of the worst greenhouse gases ever made. The destruction of these refrigerants result in carbon offset credits that individuals or organizations purchase to offset their carbon footprint.

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 there, an on-site and full-time role. 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 the direction of the Operations Manager
- Receive, inspect, and warehouse incoming refrigerant cylinders
- Prepare and maintain records and documentation, including but not limited to delivery of confirmation receipts, BOL's, client transactions, DOT documents, and refrigerant sampling and analysis.
- Support coordination and scheduling of inbound and outbound shipments
- Transfer and aggregate refrigerant from small cylinders and cans to larger cylinders and tanks
- Assist in the procurement of refrigerant
- Track supplies and consumables; purchase and procure additional or replacement materials when necessary
- Conduct physical inventory counts
- Maintain a clean and well-organized warehouse

### Position Requirements:

- High School Diploma or equivalent
- Experience with and comfort using various mechanical systems, i.e., pumps, compressors
- Experience using various hand and power tools
- Attention to detail, punctuality and good organizational skills are essential
- Commitment to working safely
- Comfort using computers, the Microsoft Office Suite and web-based applications
- Must be willing to occasionally work extended shifts

- Must be able to climb ladders, lift at least 50 pounds and work in warehouse environment
- Support of pollution reduction and environmental sustainability mission

**Preferred Experience:**

- Previous work history and/or military experience
- Experience in warehousing and inventory
- Forklift certified
- Experience in preparation of shipping papers
- Knowledge of DOT hazmat regulations
- Experience with HVAC and refrigerants

Tradewater provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to sex, sex stereotyping, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), race, color, religion, ancestry or national origin, age, disability status, medical condition, marital status, sexual orientation, gender, gender identity, gender expression, transgender status, protected military or veteran status, citizenship status, genetic information, or any other characteristic protected by federal, state, or local laws.

Tradewater offers a competitive salary and good benefits. The hourly rate is \$20-\$25 based on skills and experience. Tradewater provides a generous benefit package including medical, dental, vision, 401(k) and PTO. If you are interested, please submit your application at <https://tradewater.applytojob.com/apply/FLQ6pUcWmP/Warehouse-Associate?source=TW+Site>