



Tradewater
Warehouse Associate
Location: Chicago, IL

Link to apply: <https://tradewater.applytojob.com/apply/VSqSQhkMS8/Warehouse-Associate>

[Tradewater](#) is a B Corp and mission-based project development company that is in business to prevent catastrophic climate change. Our mission is to improve the environment and create economic opportunity through the collection, control, and destruction of potent, non-CO2 greenhouse gases. Tradewater believes that a company committed to cleaning up the environment can be just as successful – if not more so – than a company that achieves its goals without regard to environmental impact.

Non-CO2 gases account for nearly half of all global warming from human activity since 1970. Our work, referred to as “emergency brake solutions” by [Project Drawdown](#), is essential to prevent catastrophic climate change. Our projects include the destruction of refrigerants and halon fire suppressants that are potent greenhouse gases and deplete the ozone layer. We also find, measure, and plug orphaned oil and gas wells that have no solvent operator and are leaking methane into the atmosphere. To date, we have permanently prevented over 7.5 million tons of CO2e from reaching the atmosphere and we are on a path to surpass 27 million tons of CO2e by the end of 2027.

The Opportunity

Tradewater is an EPA-certified refrigerant reclaimer, and it owns and operates a warehouse facility in Elk Grove Village, Illinois. We are seeking applicants to fill the position of Warehouse Associate. The Warehouse Associate will support our Mail In and Cylinder Exchange programs, which includes shipment preparation, tracking, reporting, and receiving refrigerant sourced from throughout the United States. It is a full-time position that requires in person work at our Elk Grove Village warehouse. Applications for this position will be accepted through **Friday, November 8, 2024**.

Key responsibilities include:

- Support our Mail-In and Cylinder Exchange operations, and perform work at the direction of the Program Manager
- 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
- Record activities in our CRM in an accurate and timely manner
- Follow up with clients and corporate partners on refrigerant shipments
- Receive, inspect, and warehouse incoming refrigerant cylinders
- Maintain an inventory of supplies needed to execute the programs, ordering more supplies when necessary
- Support coordination and scheduling of inbound and outbound shipments
- Conduct physical inventory counts
- Assist with filling and aggregating refrigerant
- Maintain a clean and well-organized workspace inside the warehouse

Requirements:

- High School Diploma or equivalent
- Experience with and comfort using Microsoft Suite and other web-based applications, experience using CRMs and/or inventory management systems preferred
- Good communication skills, both within the team and with our corporate partners
- Attention to detail, punctuality, and good organizational skills
- Commitment to working safely
- Must be willing to occasionally work extended shifts (overtime eligible)
- Must be able to climb ladders, lift at least 50 pounds, and work in a warehouse environment
- Excited about our mission of pollution reduction and environmental sustainability
- Not required but knowledge of DOT hazmat regulations an added plus
- Not required, but experience with HVAC and refrigerants an added plus
- Not required but experience preparing shipping documents an added plus

The Application Process

Here is a guide for [what to expect](#) throughout the hiring process.

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, political affiliation, protected military or veteran status, citizenship status, genetic information, or any other characteristic protected by federal, state, or local laws.

Tradewater is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email humanresources@tradewater.us. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

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