



Send resumes to: hr@tradepointatlantic.com
www.tradepointatlantic.com

6995 Bethlehem Blvd.
Suite 100
Baltimore, Maryland 21219

Position: Warehouse Clerk

TPA Terminal Management, LLC is seeking a full time Warehouse Clerk to join its terminal warehouse operations located in Sparrows Point, MD. The position payrate is \$17.19/hour to start, with an increase to \$19.80/hour after successful 90-day training completion. Warehouse employees may elect to participate in the Operating engineers Local 37 Pension and Annuity Funds. Warehouse employees will participate in the Union's medical plan, with employer contributions at 100% for single coverage, and 60% for dual/family coverage. Warehouse employees are eligible to participate in the Company's 401k retirement plan with a Company match of up to \$750/year. This position reports to the Warehouse Manager.

Key Job Responsibilities

- Identify damages, and report inventory shortages or deficiencies
- Maintain records of inventory and activity logs
- Monitor an email account for customer orders and internal correspondence from Corporate office personnel for changes to the daily truck schedule.
- Check truck drivers on and off the truck scale for inbound and outbound loads and to keep the traffic flow under control as best as possible
- Work independently in the absence of supervision.
- Provide optimal customer service at all times.
- Follow company policies
- Maintain a safe and orderly facility
- Perform all duties in accordance with health and safety guidelines
- Other duties as assigned

Position Specific Behaviors

- Team player
- Makes decisions and executes quickly
- Honesty and integrity
- Adaptable and flexible
- Collaborative - works well with others
- Excels in high growth, entrepreneurial and meritocratic environment
- Comfortable with ambiguity
- Strong intellectual curiosity
- Thrives in a pressurized work environment

Demonstrated Competencies to be Successful

- Self- starter

Position: Warehouse Clerk

Page 2

- Problem solving
- Communication
- Customer Focus
- Accountability
- Executing both short-term plans and long-term plans tied to vision and “big picture” goals

Education, Knowledge, Experience, Skills and Abilities Required:

- Ability to operate a forklift from 10K capacity to 55K capacity preferred
- At least 2 years of forklift experience preferred
- OSHA Complaint Forklift Certification preferred
- Forklift experience a plus, or free on-the-job training may be available
- Yard Jockey/Spotter (truck) experience a plus
- High regard for safety
- Ability to arrive to work on time and maintain an excellent attendance record
- Microsoft Outlook e-mail and basic Excel knowledge and experience is preferred
- Frequent sitting and standing
- Maintain a clean work area
- High school diploma
- Valid Driver’s License Required

Physical Requirements and Work Environment:

While performing the duties of this job, the employee is frequently required to: stand; walk; sit; use hands. The employee must have the ability to lift 50 pounds unassisted. While performing the duties of this job, the employee is exposed to weather conditions (hot, cold, rainy, windy) prevalent at the time. The noise level in the work environment is consistent with that of an industrial area.

Work Week:

The normal workweek is typically Monday – Friday 7:30 a.m. – 4:00 p.m., with overtime potential when weekend work is required.