



6995 Bethlehem Blvd, Suite 100
Baltimore, Maryland 21219

Contact: HR@tradepointatlantic.com

Position: Porter

TradePoint Atlantic, LLC., is seeking a dependable and motivated Porter to join its Property Management team at its Corporate headquarters located in Sparrows Point, MD. This role is essential to maintaining the property cleanliness and appearance of our expansive 3,300 acre industrial park assisting in routine property maintenance and cleaning tasks.

Key Job Responsibilities & Duties:

- Perform routine patrol and maintain the cleanliness of designated areas, including but not limited to roadways, parking lots, sidewalks, common areas, landscaped areas, and building exteriors.
- Collect and properly dispose of trash, debris, and recyclable materials from designated receptacles and general grounds.
- Assist with snow removal and ice control efforts, including shoveling, spreading salt, and operating small snow removal equipment (if trained and authorized).
- Respond to basic Property Management requests for minor maintenance assistance.
- Water plants and maintain designated green spaces as directed.
- Report any maintenance issues, such as spills, damage, or safety hazards promptly.
- Assist in outdoor event setup (e.g. tents, signs, traffic control).
- Perform other related duties as assigned by the Property Management to support the overall operation of TradePoint Atlantic.

Qualifications:

- Previous experience in a porter, janitorial, or groundskeeping role is preferred.
- Strong work ethic and a positive attitude.
- Ability to follow instructions and work independently and as part of a team.
- Reliable and punctual.
- Valid driver's license

Physical Requirements:

- Ability to stand, walk, and perform physical tasks for extended periods.
- Ability to lift and carry up to 50 lbs.
- Flexibility to work varied hours, including weekends and holidays if needed. Ability to work outdoors in various weather conditions.

Benefits Package includes:

- **Hourly Rate:** \$20.00
- **Health Coverage:** Immediate eligibility for medical, dental, and vision insurance (individual and family plans).
- **Additional Insurance:** Company-paid life, AD&D, and disability coverage after the eligibility period.
- **Savings Options:** Health Savings Account with potential employer contributions up to \$2,500 (based on health plan selection).
- **Retirement Plan:** 401(k) with an employer match of up to \$750, subject to eligibility.
- **Paid Time Off:** 10 days PTO (accrued at 1.54 hours per week),
- 2 weeks of paid parental leave.
- Tuition reimbursement and access to a Dependent Care Flexible Spending Account.

Candidates who have received a written offer of employment will be required to undergo a criminal history background check, physical, and a drug test to ensure compliance with our drug-free workplace policy. Random drug tests are also performed.

TradePoint Atlantic, LLC complies with Maryland's Wage Transparency Law. TradePoint Atlantic, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, gender, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, or any other characteristic protected by federal, state, or local laws.