



## **Shredding Warehouse- team members and Route Assistants Immediate openings Westmont IL, Full Time, Benefits, Monday – Friday, no weekends, no nights, uniforms,**

Citadel Information Management is a 33 year old service business, locally owned, headquartered in the western suburbs of Chicago.

Visit our web-site to learn more about this position click here <http://citadelim.com/company-information/careers/>

### **Job Requirements:**

- Thrive working in a team environment
- Must be able to lift 75 lbs.
- Ability to take direction and perform tasks accordingly
- Able to pass drug screening
- Pass security background check
- Able to handle large volume work loads
- Ability to work safely and efficiently
- Able to perform under deadlines
- Self-directed- able to work with little direct instruction
- Bilingual English/ Spanish a plus
- Outstanding attendance and safety record
- **Prior warehouse or route delivery experience preferred**
- **Forklift experience a plus**

### **Physical Requirements:**

Flexibility, bending and good motion are required. May be required to sit or stand for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and hear. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Interested individuals should provide a cover letter along with your resume to the attention of Ms. Austin by email at [hr@citadelim.com](mailto:hr@citadelim.com) or by fax to 630-323-1737

**Type in the subject box: re: SHRED WAREHOUSE/ASSISTANT POSITION**

Interested individuals can also fill out an application in person at 827 Blackhawk Drive, Westmont, IL 60559, Monday thru Friday 9am -4pm

**Citadel Information Management is an Equal Opportunity Employer**