



## Records Storage Warehouse, Team members, Full time (Westmont IL)

**Citadel Information Management [www.citadelim.com](http://www.citadelim.com)** is a locally owned small business headquartered in the western suburbs of Chicago. Since 1985 we have been a leading document management company. For over 3 decades Citadel has been providing customized document solutions for our clients. We pride ourselves on our friendly, personalized "team" service and the effective relationships we develop with our business partners. We are seeking a reliable and self-motivated individual to join our team, *start today!*

**Full time, Monday-Friday and overtime as needed.** Candidates must be able to pass a complete security background screening and pre-employment drug test.

### **Position Overview:**

Must speak and write in English. As a warehouse team member you exhibit professional work behaviors at all times. You have a positive team attitude, can work at a fast pace and follow instructions from management and owners to perform all duties assigned to you in our records storage warehouse. Tasks and duties include retrieve boxes and files, operating a picker, attention to detail and proofing your work is critical.

### **Essential Job Duties/Requirements and Qualifications:**

- Team work and sense of urgency as directed
- Speak and write in English
- Neat and clean appearance
- Exercise good judgement by making sound and well informed decisions
- Follow safety guidelines and utilize caution while performing all work duties, security protocols
- Manage physical boxes, climb stairs, lift up to 70 lbs.
- Attention to detail, proofing your work throughout the day
- Communicate appropriately verbally and in writing
- Order Picker Certification, must have ability to operate an order picker
- Inventory Management, RF scanner experience
- Ability to speak fluently with management and staff as well as customers and vendors
- Have reliable transportation
- Good attendance record
- Be punctual and reliable team member
- Ability to handle special projects assigned by manager
- Ability to take direction and perform tasks accordingly
- Various security checks required. Criminal background check, prior employment check and drug screening
- High School Diploma or equivalent
- Past experience in warehouse environment
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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: RECORDS STORAGE WAREHOUSE POSITION

Citadel Information Management is an Equal Opportunity Employer