



Shredding Warehouse -team members and assistants, full time / Immediate Openings

Citadel Information Management 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, overtime when needed, no weekends, no nights, uniforms. Candidates must be able to pass a complete security background screening and pre-employment drug test.

Position Overview:

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.

Essential Job Duties/Requirements and Qualifications:

- Team work and sense of urgency as directed
- Bilingual English/Spanish a plus
- 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 75 lbs.
- Attention to detail, proofing your work throughout the day
- Communicate appropriately verbally and in writing
- 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 or route delivery preferred
- Forklift experience a plus

Interested individuals should provide a cover letter along with your resume to the attention of Ms. Austin by email at hr@citadelim.com or by fax to 630-323-1737 Type in the subject box: RE: SHRED WAREHOUSE/ASSISTANT POSITION CODE MAY 2018

Citadel Information Management is an Equal Opportunity Employer