

Werner Electric Supply Facilities Assistant – Appleton

Werner Electric Supply Company provides electrical and lighting products and services to industrial and electrical contractors and industrial automation professionals in Wisconsin and Michigan's Upper Peninsula. We are a company with a strong reputation for success, and each employee's role is critical to fulfilling the mission of our organization. We are dedicated to continual improvement in the distribution of quality product and services resulting in the long-term trust, profitability, and success of our employees, customers, vendors, and the communities we serve. All of these things are just part of what makes Werner Electric Supply Company such a great place to work!

Summary

Perform highly diversified duties to construct, install, troubleshoot, repair, and maintain Werner facilities and/or equipment. Perform general warehouse duties including loading, unloading, lifting, and moving materials. Perform specialized warehouse work including assembling and modifying products for sale.

Essential Duties & Responsibilities

- Perform routine maintenance, renovation, and construction duties such as rough and finish carpentry, painting, and basic facility or equipment repairs at all Werner facilities.
- Perform regular preventative maintenance on machines, equipment, and facilities.
- Install, move, repair, and/or remove equipment and facilities.
- Assemble and modify components for sale.
- Comply with safety regulations and maintain clean and orderly work areas.
- Maintain inventory of repair supplies and materials.
- May assist with warehouse duties including but not limited to sorting and storing materials, assembling customer orders from stock, packing customer orders, and preparing parcels for shipment.
- Other related duties as assigned.

Qualifications

- High School Diploma or equivalent required
- Additional training (trade school, apprenticeship, certification, etc.) is a plus
- 1-3 years of related experience required
- Strong written and oral communication skills required
- Must be able to regularly lift/move up to 50 pounds

Werner Electric Supply is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.