



Denver Transit Operators (DTO) is a privately held company that has a 29-year contract with RTD to operate and maintain the new commuter rail system within the Greater Denver Metro area. We currently have opportunities to hire a **Warehouse Clerk**. The Warehouse Clerk handles the physical, administrative and organizational functions of the warehouse. This includes shipping and receiving goods, issuing products and materials and maintaining accurate inventory records.

This is a full-time position and with a starting hourly rate of \$24.09. DTO provides competitive health benefits, a 401k plan, holiday and vacation time off and RTD transportation pass. Interested applicants must have a high school diploma or GED, a valid and clean driver's license and be at least 21 years of age.

As a Warehouse Clerk, some of your responsibilities will include:

- Receive materials delivered to the warehouse, check delivery for completeness and accuracy, process receipts in inventory tracking system, produce bin labels and stock items in their location
- Perform cycle counts and enter adjustments into inventory system. Investigate and report reasons for discrepancies
- Issue materials to operations staff when presented with proper documentation. Record all issued materials into inventory tracking program, assigning items to work orders or department
- Compile and maintain all receiving documents, including reporting any errors or damages
- Partner with Procurement concerning outstanding purchase orders, broken part or tool returns, part number creation and other needs
- Prepare requisitions, receiving reports, and other warehouse related documents
- Store tools and parts received in proper bin location by use proper labeling
- Use proper equipment to load, unload and move pallets
- Clean warehouse and keep isles free from clutter and debris
- Complete all other duties as assigned

Other qualifications include:

- High school diploma or GED required
- 1 year of experience working in a warehouse environment, handling inventory, shipping and receiving responsibilities
- Strong computer skills in Microsoft Office Suite and other computer-based inventory systems. Asset Works knowledge preferred
- Must be able to lift up to (50) pounds and reach with hands and arms.
- Ability to use equipment in a safe manner, including operating forklifts, scissor lifts or pallet jacks
- Ability to think through problems and resolve issues as they arise
- Ability to prioritize and accomplish multiple tasks with minimal supervision
- Ability to work nights, holidays and weekends, including working overtime as needed
- Must possess a valid state driver's license
- Must pass a pre-employment physical examination



- Must be eligible to work in the U.S. and successfully pass a pre-employment background check, drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy

If you are an individual who can work in teams, knows how to communicate with a diverse workforce and is adaptable in working with a startup and growing organization, then please apply at <http://denvertransitoperators.com/jobs-and-bids/job-opportunities/>.

Applicants who are authorized to work in the US will only be considered for this position. DTO is an equal opportunity employer.