



## PROCUREMENT AND WAREHOUSE SPECIALIST

**Reports to:** Director of Project Management  
**Location:** Windsor VT, some travel as necessary  
**Status:** Full Time, hourly Non-Exempt  
**Salary:** \$40,000-\$55,000 depending on experience

### JOB SUMMARY

The Procurement and Warehouse Specialist will be responsible for sourcing project materials, creating, tracking, and receiving purchase orders, managing trucking logistics, physically receiving orders, and maintaining the warehouse space. They will be responsible for all warehouse activities including maintaining a safe, clean workspace, materials handling, scheduling deliveries, unloading trucks, receiving inventory, efficient storage of materials, coordinating, and making job site deliveries. Additionally, this role will prepare job materials for upcoming projects using our ERP system and manage our digital inventory and cycle counts.

### PRIMARY RESPONSIBILITIES

- Manage NetSuite inventory item records and inventory cycle, including receiving, inventory, and fulfillments
- Work with trucking and freight companies to ensure accurate and on-time delivery of materials
- Manage purchase and delivery of small to medium scale solar and EV related items including electrical components, PV Labels, and other necessary components
- Work closely with project management team on logistics of large-scale materials including solar panels, inverters, transformers, etc. Follow through with item receipt and inventory management of orders
- Schedule, unload, and receive warehouse deliveries
- Maintain warehouse cleanliness, organization, and meet OSHA standards
- Offload, organize, and store excess job materials, tools, and consumables
- Prepare job-specific materials
- Drive truck and trailer to deliver materials to active job sites
- Support Operations & Maintenance activities when available
- Assist project and construction managers with multiple person tasks (unloading, site prep, cleaning, etc.)
- Create and maintain efficient systems for warehouse material storage and usage towards reducing waste
- Manage warehouse waste and e-recycling

**15 Railroad Row, White River Junction, VT 05001 | (802) 281-3213 | [NorwichSolar.com](http://NorwichSolar.com)**

Part of the Norwich Technologies family of companies. Supporting New England's transition to a fossil free future.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

- Experience with inventory and receiving systems (NetSuite a plus)
- Ability to drive a forklift (license preferred)
- Ability to lift 50lbs, occasionally up to 150 lbs.
- Ability to drive a large pickup truck and safely pull and backup a trailer
- 2+ years of warehouse or materials handling experience
- Excellent interpersonal skills and attention to detail
- Self-starter, positive “can do” attitude, determined problem-solving ability
- Able to work both under instruction and in a self-directed manner as needed
- Valid driver’s license is required

## **WHAT WE OFFER**

- Competitive salary and comprehensive benefits package.
- Opportunities for professional growth and development within the renewable energy sector.
- A dynamic, collaborative work environment committed to sustainability and innovation.

## **HOW TO APPLY**

Interested candidates should submit their resume, cover letter and salary requirements to [careers@norwichsolar.com](mailto:careers@norwichsolar.com). No phone calls please.

Norwich Technologies is an equal opportunity employer. All qualified applicants will be given due consideration regardless of race, religion, or gender.