



**NORTHWEST RENTAL EQUIPMENT, INC.**

● excellence    ■ integrity    ▲ service

## Job Description – Small Tools Coordinator

**Job Title:** Small Tools Coordinator

**Supervisor:** Dispatcher

**Essential Job Functions:** Maintains, transports and tracks equipment, tools, and construction materials located at the main yard. Provides efficient and effective support for construction operations. Assists with maintaining facility operations by performing assigned tasks such as, but not limited to; basic facility maintenance functions, loading and unloading shipments and deliveries, powered forklift operation, and operating company vehicles.

### Job Functions/Duties:

- Maintain and manage inventory of small tools and supplies
- Perform and implement necessary inventory control measures to ensure correct inventory is on hand
- Assists in loading and unloading trucks, documenting any necessary information and condition as needed
- Ensure goods are properly stored, secured, and maintained
- Pull items and issue material, supplies, and parts as requested
- Performs various levels of facility upkeep
- Operate company vehicles and construction equipment as required

### Job Requirements and Capabilities:

- 2+ years of equipment rental or construction industry experience
- Mechanical aptitude and strong ability to maintain construction tools
- Ability to prioritize multiple tasks while able to work under pressure and meet deadlines
- Attention to detail required
- Knowledge of construction equipment, job needs, and freight experience
- Ability to operate an electric indoor forklift and rough terrain forklift
- Possesses a working knowledge of computers including inventory management systems
- Must have a valid driver's license

### Physical Requirements:

This position requires a person to sit or stand for long periods of time; handle and manipulate objects on a repetitive basis. Ability to lift 50 lbs. Work indoors and outdoors.

NWREI is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the Company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. It is our policy to select the best person available for each job without regard to race, color, religion, national origin, sex, marital status, age, veteran status, sexual orientation, or the presence of any sensory, mental or physical handicap unless the factor involved would prevent the proper performance of the work to be assigned. All employees are hired, assigned, transferred, promoted, upgraded, and compensated solely on the basis of merit, ability, and length of service. NWREI's goal is to maintain diversity in its workforce, we encourage qualified/qualifiable minorities, women and veterans to apply.