



Pioneer Interests  
2042 Arapahoe Street  
Denver, CO 80205

<b>Title: Distribution Center Associate</b>
<b>Division: PI</b>
<b>Reports To: DC Manager</b>

### **Distribution Center Associate Job Description**

**Summary: Distribution Center (DC) Associate will be responsible for a variety of tasks throughout the DC including, packaging, labeling, inventory and delivery.**

#### **Duties and Responsibilities:**

- Responsible for product logging for accurate inventory control.
- Responsible for the compliant packaging of all products.
- Responsible for ensuring all medicated products meet Lova's standards.
- Responsible for loading and unloading of allocated product.
- Responsible for physically splitting product and physically building shipments.
- Maintain a clean and organized work space.
- Deliver products to customers using own vehicle or a company vehicle
- Conduct pre-trip vehicle inspections
- Inspect and care for client packages while en route
- Help maintain fleet vehicles by keeping them clean and ensuring they are empty and secure when returned
- Keep track of all vehicle related purchases
- Resolve customer concerns with urgency and professionalism
- Help maintain a clean and organized facility.
- Self-motivated with the ability to work effectively as a team.
- Perform miscellaneous tasks as assigned.

#### **Requirements:**

- High School Diploma or equivalent combinations of education and experience may be considered, including internal experience.
- Previous experience preferred.
- Must consent to and successfully pass a background check.
- Have a Colorado driver's license or State ID card.
- Be a minimum of 21 years of age.
- Possess a Colorado MED occupational badge.
- Be and remain compliant with any and all legal or company regulations for working in the industry and immediately report any compliance issues to their supervisor's attention.
- Must have reliable transportation, with no prior DUI's, vehicle that can be used to transport deliveries is a plus.
- Complete discretion and confidentiality are always required of this position.



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**Working Conditions:**

- While performing the duties of this job, the employee is regularly required to perform grasping, talking, hearing, seeing and repetitive motions.
- May be required to stand and/or walk for extended periods of time. Must be able to lift, carry and balance up to 75 pounds (200 pounds with assistance).
- Complete discretion and confidentiality are always required of this position.

Pay Rate - \$15.87

Pioneer Interests is an equal opportunity employer. We are committed to cultivating an environment where people of all backgrounds and identities are included and feel valued for the work they produce and the perspectives they bring.