



MAC
ELECTRIC AND LIGHTING

Join Our Team

Warehouse Coordinator

Mac Electric & Lighting Company Inc.
Loveland, Colorado

Family owned and operated since 2001, Mac Electric Company Inc. is Looking to hire a Warehouse Manager to join our team as we continue to innovate and grow.

As a specialized electrical and lighting contractor, Mac Electric works predominantly with commercial businesses to provide customized energy efficient lighting and control solutions as well as electrical services. We provide a fun family work environment with a culture breeding excellence, professionalism, quality and work/family balance.

Why People Love Working at Mac:

- Culture: Respectful Family Like Workplace
- Bonuses: Generous Annual Profit Sharing & Performance Bonus Program
- Local: Loveland Based & Locally Owned- Serving Northern Colorado
- Stability: 16 Years and Counting- 40 hours/week

We are seeking individuals who value integrity, respect, professionalism, and work-life balance. Applicants must have a valid driver's license, strong work ethic, and a positive attitude. A typical day starts and 7:30am and ends at 4:00pm- Monday thru Friday with occasional overtime - we provide work vehicles and pay our employees fairly for travel time from project to project.

Please visit our website at: www.MacElectricCo.com to apply and submit your resume.

Position Details:

- Experience Preferred
- Part Time (roughly 20 hours per week)

Key Responsibilities:

- Deliver materials to job sites as needed
- Maintain order, cleanliness, and mechanical maintenance on fleet vehicles
- Organize tools, parts and inventory in warehouse/shop
- Exchange/return unused materials, packaging and shipping as needed
- Maintain a clean and organized standard for the warehouse and shop
- Responsibly dispose of trash and waste
- Oversee and manage the schedule of recycling pickups
- Reconcile left over and or bad materials when they are returned
- Stage/prep materials for upcoming projects

- Oversee incoming and outgoing warehouse shipments

Qualifications:

- Strong organization skills
- Detail oriented
- Ability to accurately differentiate similar part numbers quickly
- Learns quickly
- Ability to adapt to situations as they arise
- Goal driven & self-motivated
- Comfortable with working both independently and with a team
- Strong reconciliation skills

We offer:

- Job training
- Flexible Hours