



Company/Organization Name: Tradewater

Location: Elk Grove Village

Position/Title: Warehouse Manager

Duties/Responsibilities:

- Oversee and manage all day-to-day operations at the facility.
- Assist in the hiring of 2-4 warehouse associates
- Oversee training program for warehouse associates
- Supervise warehouse associates once hired and trained
- Assist in the preparation of standard operating procedures and ensure that they are followed.
- Arrange freight shipments for Tradewater employees working on the road
- Coordinate with Project Managers to arrange, set, and adjust schedules for the aggregation and processing of collected refrigerants
- Ensure that facility operations are performed as required by strict regulatory protocols
- Prepare detailed documentation packages for verification of refrigerant projects
- Participate in site visits from verifiers.
- Schedule and manage third-party contractors, including maintenance vendors and others
- Periodically cover warehouse associate duties including:
  - o Daily monitoring of process equipment and completion of log sheet readings
  - o Routine maintenance and troubleshooting of refrigerant handling and testing equipment
  - o Monitoring and control of equipment using a computerized control system

Salary Range: \$ 70,000 - \$75,000

Application Instructions: Please send a resume, cover letter, and references to Kevin Schwartzberg at Tradewater, 415 N. Aberdeen St, Second Floor, Chicago, IL, 60642, or [kschwartzberg@tradewater.us](mailto:kschwartzberg@tradewater.us), by September 20, 2016. Position is to be filled by mid-October 2016.