

Heliene is a fast-paced entrepreneurial company growing rapidly in a highly desirable industry, with a

### ABOUT HELIENE

mission to be part of the solution to climate challenges and contribute to a better planet.

Heliene has taken the challenge to help the world reduce its reliance on fossil fuels, by striving to be a leader in renewable energy. We are a manufacturer of high efficiency and high-quality solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, and at manufacturing partners around the world.

Customer First is more than a slogan. It's the guiding principle of our business, a core value and the cornerstone of our company culture.

### WHY JOIN HELIENE

We are looking for talented and motivated people that want to help us shape the solar industry. Under an experienced leadership team, we provide growth opportunities, intellectual challenge and a flexible, collaborative company culture.

We offer comprehensive benefits, including competitive salaries; paid time off; health, dental, vision and life insurance; as well as retirement plans.

### THE POSITION

<b>Position Status:</b>	Full-Time   12-hour Shifts   Shift Rotation 4 on/ 4 off (days/evenings)   Overtime as required
<b>Department:</b>	Material Management
<b>Supervision Received:</b>	Warehouse Manager and Warehouse Team Leader
<b>Supervision Exercised:</b>	N/A
<b>Location:</b>	Mountain Iron, Minnesota

The Warehouse Associate is responsible for outgoing and incoming merchandise to and from the warehouse. The warehouse worker will pick and pack inventory to prepare for shipment, load and unload outgoing and incoming delivery trucks, assist in inventory management and regularly operate pallet jacks and forklifts while maintaining a safe work environment.

The main responsibilities include:

- Organize paperwork related to outgoing and incoming shipments
- Manage and organize warehouse inventory in a fast-paced manufacturing environment
- Safely operate and maintain forklift, pallet jacks, and other shipping/receiving equipment
- Management of waste and recycling
- Provide updates on raw material inventories

- Work with Microsoft Office and Inventory Management Software
- Maintain the work area and equipment in a clean and orderly condition

**Minimum Qualifications:**

**Applicants must be 18 years of age or older with a high school diploma or GED**

- 1-2 years of forklift operating experience preferred
- Ability to multitask and problem solve
- Computer experience required
- Ability to take direction and work independently
- Previous warehouse experience an asset
- Strong attention to detail
- Capable of understanding and following oral and written instructions
- Ability to follow all company safety policies and procedures
- Prolonged standing and ability to lift up to 50 lbs
- Valid driver's license and reliable transportation required
- Criminal Background Check and Drug Screening required

**Compensation Package:**

- Salary: \$22.50 - \$25.00 per hour including
  - Reliable Attendance Incentive: \$2 per hour
  - Night Shift premium: \$1 per hour
- Benefits + 401K

**Qualified applicants should submit a cover letter and resume to [careers@heliene.com](mailto:careers@heliene.com).**

*All applicants must be legally eligible to work in the United States of America.*

*Heliene is strongly committed to fostering diversity and inclusivity within our organization and is an equal-opportunity employer. Heliene invites and encourages applications from all qualified candidates from equity-deserving groups and all qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*Currently, Heliene USA is not accepting applicants that require sponsorship.*