



Everest Solar Systems is the engineering leader for all your mounting system needs. We are the US division of K2 Systems, one of Europe's market leaders with more than 10 GW installed. We have offices in Germany, England, France, South Africa, Italy, Brazil, Mexico and Australia. There are currently about 180 employees in our global company, but as we grow, we need new talent to join our team of professionals and help take solar to the next level!



We are looking for a committed

## Logistics Associate

At Everest Solar Systems there will be opportunities to shape and develop your career in an innovative industry where you participate in the energy revolution. You will be a part of a company where you can make a difference! We are a dynamic company with a friendly open-door culture. Join us and you will get to work hard and play hard in San Diego's north county!

## Roles & Responsibilities

- ▶ Assist in logistics management;
- ▶ Establish and maintain contacts with industry experts;
- ▶ Coordinate with 3PL and freight vendors;
- ▶ Gather and report details daily from meetings, events and other activities;
- ▶ Maintain open and consistent communication with clients and Everest Solar personnel;
- ▶ Have high energy, a great attitude, passion, and a great work ethic!
- ▶ Self-directed with excellent time management skills;
- ▶ Maintain a professional appearance and positive company image to partners and customers;
- ▶ Maintain regular on time attendance;

## Job Duties

- ▶ Assume responsibility for every order from pick status to delivery;
- ▶ Assist in all freight movements and the creation of documentation for worldwide shipments;
- ▶ Submit and track freight claims;
- ▶ Review, track and approve 3PL and freight invoices;
- ▶ Assist in maintaining inventory by conducting regular physical counts; reconciling variances;
- ▶ Manage workload to complete tasks in a timely manner;
- ▶ Resolve problems and identify opportunities for improvement;
- ▶ Keep current by participating in educational opportunities and reading industry publications;
- ▶ Perform other duties as assigned



## Knowledge of

- ▶ Strong English communication skills both orally and in writing
- ▶ Interpersonal skills using tact, patience and courtesy
- ▶ Modern warehousing procedures including inventory management and order fulfillment
- ▶ Microsoft Excel, Word, PowerPoint and Outlook
- ▶ SAP Data Management
- ▶ ERP Systems, SAP, Windows Computers

## Ability to

- ▶ Communicate effectively both orally and in writing;
- ▶ Maintain records and prepare reports;
- ▶ Establish and maintain cooperative and effective working relationships with others;
- ▶ Meet schedules and timelines.

## Desired Skills

- ▶ SAP Data Management

## Physical Demands

- ▶ Work is performed while standing, sitting and/or walking;
- ▶ Requires bending, squatting, crawling, climbing, reaching;
- ▶ Requires the ability to communicate effectively using speech, vision and hearing;
- ▶ Requires the use of hands for simple grasping and fine manipulations;
- ▶ Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds;
- ▶ Requires activities involving being at customer sites, construction sites, moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

### Your Application

Have we piqued your interest?  
Please send your resume and cover letter  
along with your earliest available start date  
to:

Andy Neshat  
hr@everest-solarsystems.com  
+1.760.301.5300