

RECEIVING

- HANDS-ON WORK: UNLOAD, INSPECT, AND ORGANIZE INCOMING SHIPMENTS
- VERIFY DELIVERIES AGAINST PURCHASE ORDERS AND REPORT DISCREPANCIES
- COORDINATE WITH DRIVERS AND VENDORS FOR SMOOTH DELIVERY FLOW
- ACCURATELY LABEL, DOCUMENT, AND STORE INVENTORY
- ATTENTION TO DETAIL IS A MUST
- WILL TRAIN/CERTIFY ON THE FORKLIFT
- OPPORTUNITIES FOR ADVANCEMENT WITHIN WAREHOUSE AND LOGISTICS

INVENTORY

- PERFORM ROUTINE COUNTS TO VERIFY INVENTORY ACCURACY
- INVESTIGATE AND RESOLVE INVENTORY DISCREPANCIES
- MAINTAIN ORGANIZED AND LABELED STOCK LOCATIONS
- TRACK INVENTORY LEVELS AND REPORT LOW STOCK OR OVERAGES
- USE INVENTORY SOFTWARE AND HANDHELD SCANNERS
- SUPPORT CYCLE COUNTS AND PHYSICAL INVENTORY PROCESSES
- WILL TRAIN ON INVENTORY SYSTEMS AND PROCEDURES
- OPPORTUNITIES FOR ADVANCEMENT WITHIN WAREHOUSE AND LOGISTICS

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BENEFITS

- ON THE JOB TRAINING
- CONSISTENT WORK SCHEDULE
- SINGULAR LOCATION SITE
- 40 HR WORK WEEK - MONDAY-FRIDAY
- PAID WEEKLY
- PAID TIME OFF FOR FULL-TIME EMPLOYEES
- UP TO 10 PAID HOLIDAYS/YR
- 401K WITH EMPLOYER MATCH
- MEDICAL & DENTAL BENEFIT OPTIONS

ALL POSITIONS

- MUST BE LOCATED IN THE HILL COUNTRY AREA (HIRING TO OUR LOCATION 1 HR NORTH OF SAN ANTONIO), TRANSITIONAL HOUSING IS AVAILABLE IF NEEDED - TO BE DISCUSSED FOR VERY SERIOUS INQUIRIES
- CURRENT EMPLOYEES CAN SEND REFERRALS, EMAIL RESUMES TO HR@GMSINDUSTRIALSUPPLY.COM
- MUST BE A QUICK LEARNER, FAST PACED, GRATEFUL, HIGH ENERGY IS A PLUS
- HIGHER CONSIDERATION GIVEN TO CANDIDATES FAMILIAR WITH PLATFORMS SUCH AS GOOGLE SUITE AND NETSUITE PORTALS



 **FAMILY OF COMPANIES** 

NOW HIRING ABOUT US

AMERICAN PATRIOT IS A CHRISTIAN COMPANY THAT WORKS TO SUPPLY THE DEPARTMENT OF DEFENSE WITH PRODUCTS THEY NEED TO REMAIN OPERATIONAL. TO HELP OUR EFFORTS TO SUPPORT THE WARFIGHTER, WE ARE HIRING MOTIVATED TEAM MEMBERS IN THE FREDERICKSBURG, TX AREA! AS A LEADER IN DEFENSE INDUSTRIAL DISTRIBUTION, AMERICAN PATRIOT OFFERS A COMPETITIVE COMPENSATION PACKAGE THAT INCLUDES MEDICAL, DENTAL, PTO, AND A MATCHING 401K PLAN.



WELDING

WELDING HELPER/APPRENTICE

- METAL CUTTING USING VARIOUS EQUIPMENT
- GRINDING
- PAINTING
- OJT TRAINING TO ADVANCE TO HIGHER POSITIONS
- MINIMAL EXPERIENCE REQUIRED

WELDER

- BUILDS 20+ DIFFERENT ITEMS
- 1 YEAR EXPERIENCE REQUIRED

SENIOR WELDER

- MENTOR WELDERS
- CONSULT FABRICATION ON NEW PRODUCTS
- REQUIRES 8 YEARS OF WELDING EXPERIENCE

PAINTING

- PREP SURFACES BY CLEANING, SANDING, OR MASKING AS NEEDED
- APPLY PAINT, COATINGS, OR FINISHES USING SPRAY, BRUSH, OR ROLLER
- FOLLOW COLOR CODES AND APPLICATION INSTRUCTIONS PRECISELY
- INSPECT PAINTED PARTS FOR QUALITY, CONSISTENCY, AND COVERAGE
- MAINTAIN PAINT EQUIPMENT AND KEEP WORK AREA CLEAN
- HANDLE AND STORE PAINTS AND CHEMICALS SAFELY
- WILL TRAIN ON EQUIPMENT, TECHNIQUES, AND SAFETY PROTOCOLS

CARPENTRY & ELECTRICAL

- FIT PRE-FRAMED CONTAINERS WITH DUCT BOARD INSULATION
- HANG PLYWOOD SHEETS
- FINISHING WORK
 - SANDING
 - CAULKING
 - GRINDING
- ASSIST OTHER DEPARTMENTS
- INSTALL CONDUIT AND WIRE
- RUN CONDUIT, PULL WIRE, AND TERMINATE CONNECTIONS SAFELY AND ACCURATELY
- ENSURE ALL WORK COMPLIES WITH LOCAL, STATE, AND NEC CODES

CUSTOMER SERVICE

- COMMUNICATE WITH SALES STAFF VIA PHONE, EMAIL, AND IN-PERSON
- PROCESS ORDERS, RETURNS, AND CUSTOMER QUOTES
- RESOLVE ISSUES PROMPTLY AND PROFESSIONALLY
- COORDINATE WITH WAREHOUSE AND LOGISTICS TEAMS TO ENSURE ORDER ACCURACY
- USE INTERNAL SYSTEMS TO TRACK AND MANAGE CUSTOMER ORDERS
- WILL TRAIN ON COMPANY SOFTWARE
- OPPORTUNITIES FOR ADVANCEMENT WITHIN OPERATIONS AND ADMINISTRATION

FINANCE

- PROCESS INVOICES, PAYMENTS, AND BILLING STATEMENTS ACCURATELY
- ASSIST WITH ACCOUNT RECONCILIATIONS AND FINANCIAL REPORTING
- COMMUNICATE WITH VENDORS REGARDING BILLING QUESTIONS
- MAINTAIN ORGANIZED RECORDS AND SUPPORT AUDITS AS NEEDED
- USE ACCOUNTING SOFTWARE AND SPREADSHEETS DAILY
- WILL TRAIN ON INTERNAL SYSTEMS AND FINANCIAL PROCEDURES

PICK PACK

- ACCURATELY PICK ITEMS FROM SHELVES BASED ON WORK ORDER SLIPS
- PACK PRODUCTS SECURELY AND NEATLY FOR SHIPMENT
- VERIFY ORDER CONTENTS AND QUANTITIES BEFORE PACKING
- LABEL BOXES AND PREPARE SHIPMENTS FOR OUTBOUND DELIVERY
- MAINTAIN CLEAN, ORGANIZED PACKING STATIONS
- USE HANDHELD SCANNERS AND WAREHOUSE SOFTWARE

