

Freight Helper

 **GSFC / Greenbelt, MD**

Classification: Non-exempt/Union

Reports To: Transportation Supervisor

Position Purpose

Loads, unloads, and assists with pickup and delivery of freight in support of GSFC logistics support contract.

Duties and Responsibilities

- Loads/unloads packages onto trucks, forklifts, and other equipment in a manner that protects the material from damage.
- Assists driver in pickup and delivery of packages, equipment, and furniture.
- Will provide pick up/delivery and all material handling for shred documents.
- Ensures appropriate paperwork is completed and returned to the dispatcher.
- May be required to operate a government provided vehicle in support of GLSC.
- Operates forklifts and electric powered pallet jacks.

Required Skills and Qualifications

- Two years' experience with freight handling.
- Must possess a high school diploma or equivalent.
- Must possess a current driver's license.
- Must possess a current forklift operator's license or be able to obtain within 30 days of employment.
- Must possess basic computer literacy skills to include the use of the internet and Microsoft office programs (Outlook and Word).
- Sensitive equipment training and certification may be required for handling and moving Program Critical Hardware (PCH).

Preferred Skills and Qualifications

- Possess a current Commercial Driver's License (CDL) to include any of the following:
 - Class A
 - Class B
 - Hazmat Endorsement
 - Passenger Endorsement

Physical Demands and Working Conditions

Approved for official use.

Date Approved:		Control Number:		Revision History:	
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- Ability to operate material handling equipment.
- Capable of lifting packages up to 70 pounds.
- Ability to stoop, bend, push, and pull.
- Ability to pass a GSFC Forklift Operator's physical.

Terms of Employment and Eligibility Requirements

- Must be a U.S. Citizen.
- Must possess or be able to obtain a security clearance prior to employment and maintain security clearance throughout employment.

The lists above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position. TRAX International reserves the right to make changes to the job description whenever necessary.

TRAX is committed to an inclusive and diverse workplace that values and supports contributions of all individuals. TRAX is an equal opportunity employer of minorities, females, protected veterans, and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, familial status, pregnancy, ancestry, national origin, handicap, gender identity or expression, protected genetic information, disability status, protected veteran status, or any other characteristic protected by law.