



7/2019

**Job title:** Rider/Warehousing/Ambassador

**About the company:** B-Line has been helping to create a more livable community in Portland, Oregon since 2009. Located in the newly created food hub project called The Redd on Salmon Street, B-Line manages an urban consolidation warehouse and full service logistics company focused on supporting the regional food economy. B-Line serves a diverse set of customers ranging from small to medium scale farmers, ranchers, and fishermen utilizing cold storage to food entrepreneurs working in our shared office space. With a focus on sustainable solutions for last mile logistics, we utilize a fleet of large freight tricycles to serve our delivery partners. We work with some of the best bakeries and coffee roasters in town, a leading regional produce company, and a national office supply company. Our distinctive trikes can be seen crisscrossing Portland, advertising our clients' goods and services while completing deliveries. You will even see us out on the street and at popular events sharing and promoting products on behalf of our partners. We fly the B-Corp banner proudly, are recognized for our grassroots-style innovation, and are well-situated for regional and national expansion. Sound like a compelling story? If so, you might be the right fit to join our group of fun-loving people who believe in being a part of a solution.

**Summary of role:** B-Line is seeking a blended delivery/warehouse specialist for our growing company. The role will be dynamic and is expected to range from the delivery and pickup of product by trike throughout the Portland Metro area, to order fulfillment and various warehousing tasks for a variety of companies in our busy food hub. B-Line delivery personnel are responsible for all aspects of client delivery including, but not limited to: packing, transporting product, delivering product, obtaining account signatures and processing delivery paperwork, recording delivery data, and assisting with the daily upkeep of the cargo trikes and truck. This physically-demanding position will work closely with B-Line staff and our clients to ensure accurate and timely fulfillment and the safe transfer of product through the city and beyond.

**The ideal candidate for this job is:**

- safety-oriented - willing to take the time to perform tasks in a safe manner
- flexible - enjoys managing competing and shifting priorities
- a quick learner - actively engages within the company and quickly learns the day to day details of company operations following verbal and written instructions
- highly organized- able to understand a wide range of details and follow SOPs accordingly
- resourceful – can seek out solutions with little guidance

**Delivery/Warehousing duties:**

- Safe and correct operation of a pedal powered, electric assisted cargo trike on unique routes through the Portland Metro Area
- Safe lifting of up to 75 pounds throughout the day
- Following SOPs to correctly complete order fulfillment duties, from the physical picking of product to delivery
- Deliver & backhaul orders for a variety of tenants in our local food hub warehouse
- Operate powered and non-powered lift equipment in a busy warehouse environment.
- Participate in the general upkeep of the warehouse floor
- Engage with team members in activities to promote a positive company culture through events, team meetings, and general all-company communications.

**Desired skills and qualifications:**

This is an exciting role in a company poised to scale upwards. As such, B-Line is seeking a dynamic individual who has excellent organization and communication skills and a strong desire to work within a company committed to utilizing business as a force for good. The ideal candidate will have at least 3 years experience in a delivery/fulfillment position within a fast-paced work environment, though we are willing to train the right candidate. Ability to learn and follow standard operating procedures is a must. A clean driving record and background check are required post-hire. The ability to both focus on organization and clearly communicate throughout the day is essential. B-Line is an equal-opportunity employer.

This is a part-time position of 25-35 hours with the ability to scale to full-time. Pay range dependent upon experience: \$14-\$16/hour.