**Warehouse Specialist**

**Company Overview:**

Founded in 1992, Prorizon Corporation is a versatile firm providing outsourced procurement services to Fortune 500 companies residing in North America, South America, and Asia. Its main focus is providing software and personnel to streamline and reduce costs in the area of procurement operations and asset control. Prorizon’s customers have included Computer Sciences Corporation, Nortel Networks, Bombardier Transportation, ING Insurance Company and others. Our company is located in the Kennesaw, Georgia.

**Job Summary:**

Prorizon is looking for a self-motivated and dedicated individual to work in our information technology group. Experience at working both independently and in a team-oriented, collaborative environment is essential. The candidate should be a dynamic thinker, able to grow and thrive in fast-paced environment. The job functions include:

**Responsibilities**: (May perform one or more of the following duties):

* Performs the physical or administrative tasks involved in the shipping, receiving, storing, and distributing of materials, parts, supplies and equipment.
* Unpacks and checks gooods received against purchase orders or invoices, maintains records of received goods and rejects unsatisfactory items.
* May operate forklifts, pallet jacks and hand trucks.
* All other duties as assigned.

**Requirements:**

* Applies acquired job skills and company policies and procedures to complete assigned tasks.
* Works on assignments that are semi-routine in nature.
* Assumes greater responsibility and recognizes the need for occasional deviation from accepted practice.
* Collaborate with manager to solve work-related problems.
* Able to follow the established procedures on routine work to complete all assignments in a timely manner.
* Works independently and requires instructions only on new assignments.
* Ideal candidates will have 2 – 4 years of related experience.

**Work Conditions:**

* Overtime may be required
* Sitting for extended periods of time
* Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects
* Physically able to participate in sessions, presentations, and meetings
* Some travel may be required for the purpose of meeting with vendors, suppliers, service providers, or off-site contractors

**Compensation and Hours:**

Non-exempt Salaried position; compensation commensurate with experience

**Send Resume To:**

By fax: Prorizon Corporation, Attention HR Manager, 770-579-1692

By Email: hr@prorizon.com

For More Information: Look us up on www.prorizon.com

Prorizon Corporation

Employee Resume Form

**Prorizon Corporation – Standard Employee Resume Form**

To apply for a position with Prorizon Corporation, please fill out this form, email it with your resume to [HR@Prorizon.com](mailto:HR@Prorizon.com). If you do not provide all the information requested on this form and attach a full resume in the email, you may lose consideration for a job.

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| --- | --- | --- | --- | --- | --- |
| **1** | Job title in announcement | **2** | Years of Specific Experience | **3** | Resume Date |

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|  | Procurement Specialist II | | | |  |  |  | |  | |
| **4** | Last name | First and middle names | | | | | **5** | | Nick Name: | |
|  |  | |  | | | |  | |  | |
| **6** | Mailing address | | | | | | **7** | | Phone numbers (include area code) | |
|  |  | | | | | |  | | Daytime (   ) | |
|  | City | | | State | ZIP Code | | |  |  |  |
|  |  | | |  | - | | |  | Evening | (   ) |

***WORK EXPERIENCE***

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| **8** | Describe your specific work experience related to the job listing for which you are applying. Do **not** attach job descriptions. | | | | | | | | | |
|  | | Job title | | | | | | | | |
| **1)** | |  | | | | | | | | |
|  | | From (MM/YY) | To (MM/YY) | | Salary | | Per | | | Hours per week |
|  | |  |  | | $ | |  | | |  |
|  | | Employer’s name and address | | | | | | | | Supervisor’s name and phone number |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | | (   ) |
|  | | Describe your duties and accomplishments | | | | | | | | |
|  | |  | | | | | | | | |
|  | | Job title | | | | | | | | |
| **2)** | |  | | | | | | | | |
|  | | From (MM/YY) | | To (MM/YY) | | Salary | | per | | Hours per week |
|  | |  | |  | | $ | | |  |  |
|  | | Employer’s name and address | | | | | | | | Supervisor’s name and phone number |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | | (   ) |
|  | | Describe your duties and accomplishments | | | | | | | | |
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| **9** | | May we contact your current supervisor? | | |
|  | **YES** | | **NO** | If we need to contact your current supervisor before making an offer, we will contact you first. |

***EDUCATION***

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| **10** | Mark highest level completed. | **Some HS** | **HS/GED** | **Associate** | **Bachelor** | **Master** | **Doctoral** |

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| **11** | Last high school (HS) or GED school. Give the school’s name, city, State, ZIP Code (if known), and year diploma or GED received. | | | | | | | | |
|  |  | | | | | | | | |
| **12** | Colleges and universities attended. Do **not** attach a copy of your transcript unless requested. | | | | | | | | |
|  | Name | | | Total Credits Earned | | Major(s) | Degree - | Year | |
| **1)** |  | | | Semester | Quarter |  | (if any) | Received | |
|  | City | State | ZIP Code |  |  |  |  | |  |
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| **2****)** |  | | |  |  |  |  | |  |
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***OTHER QUALIFICATIONS***

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| **13** | **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments(publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do **not** send documents unless requested. |
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***GENERAL***

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| **14** | Are you a U.S. citizen? | | **YES** | |  | | **NO** | |  | If no, give the country of your citizenship. | | |
| **15** | Is English your first language? | | **YES** | |  | | **NO** | |  | What foreign languages do you speak fluently? | | |
|  |  | | | | | | | | |  | | |
| **16** | What level of experience in scanning and researching products and/or vendors on the Internet have you had in the last year? | | **YES** | |  | | **NO** | |  | Explain: | | |
| **17** | Why did you leave your last job? | | | | | | | | | | | |
| **18** | Rate your ability to handle simultaneous priorities (1-9) | | | | | | | | |  | | |
| **19** | Rate your ability to use Microsoft Word (1-9) | | | | | | | | |  | | |
| **20** | Rate your ability to use Microsoft Excel (1-9) | | | | | | | | |  | | |
| **21** | Rate your ability to use Microsoft PowerPoint (1-9) | | | | | | | | |  | | |
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| **22** | How many years of IT experience do you have? | | | | | | | | |  | | |
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| **23** | How what applications have you developed and/or maintained? | | | | | | | | | | | |
|  | Have you used MSE e-Developer? | | | **YES** | |  | **NO** |  | | If yes, please explain: | | |
|  | Have you programmed in HTML or JavaScript? | | | **YES** | |  | **NO** |  | | If yes, please explain: | | |
|  | Have you used XML or cXML? | | | **YES** | |  | **NO** |  | | If yes, please explain: | | |
|  | Do you have experience in other programming languages? | | | **YES** | |  | **NO** |  | | If yes, please explain: | | |
| **24** | What other job-related training courses or certification do you hold? | | | | | | | | | Explain: | | |
| **25** | Describe the level of experience you have in systems maintenance and application development? | | | | | | | | | Explain: | | |
| **26** | Describe any other IT experience you have. | | | | | | | | | Explain: | | |
|  |  | | | | | | | | |  | | |
| **27** | References: | | | | | | | | | | | |
|  | Name: |  | | | | | Phone #: | | |  | Professional Reference: |  |
|  | Name: |  | | | | | Phone #: | | |  | Professional Reference: |  |
|  | Name: |  | | | | | Phone #: | | |  | Professional Reference: |  |
|  | Name: |  | | | | | Phone #: | | |  | Professional Reference: |  |

***APPLICANT CERTIFICATION***

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| **18** | **I** **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith.  **I understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work. **I understand** that any information I give may be investigated. |

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| **SIGNATURE** |  | **DATE SIGNED** |  |