



VECRA is seeking a Part-Time

MOVER – IMMEDIATE HIRE

VECRA, Inc. has immediate requirements for Part-Time Movers who will work in collaboration with other crew members to service assigned move projects to include Office moves, Library moves, Laboratory moves, Medical facility moves, Server rooms, computer lab, technology moves, Industrial moves, Portable Storage Containers, Record Storage, and Property Storage.

ROLES and RESPONSIBILITIES

The Part-Time Mover's roles and responsibilities include but are not limited to the following:

- Work may involve moving, storage, packing, loading, and transport of furniture, equipment, industrial equipment, IT equipment and/or commercial products for commercial relocation services from
- Loading and unloading goods, material, and equipment.
- Actively participates in moving materials, commercial goods, IT equipment, furniture, and hard-to-move items.
- login at the beginning and ending of the daily work shift.
- Strictly adhere to security requirements imposed by GMU.
- Practice “social distancing” as much as possible while engaged in relocation activity.
- Wear masks while at client site
- Inspections as needed before and after a move to include report submissions (as assigned)
- Maintaining clean and safe operating conditions.
- Assigned drivers will maintain driver logs according to FMCSA regulations.
- Adheres to all safety, OSHA, and DOT regulations in accordance with the Company's Safety Program
- Ensure efficient and effective service and delivery to clients.
- Maintains tool kit for the installation, assembly and breakdown of furniture, cubicles, or other items.
- Position routinely involves lifting, movement and placement of heavy items by hand or with the assistance of material handling equipment (hand-truck or dolly).
- Receives instruction from project supervisor and adheres to all company policies and safety rules.



- Represents the Company in a professional manner.
- Works with other team members to ensure customer satisfaction and contract compliance.
- May be required to pack, unpack, and wrap/unwrap items per customer specifications and international office moving institute (IOMI) standards.
- Performs all duties in adherence with company safety standards.
- Must wear company-approved uniform and maintain a clean and professional appearance while representing the company and delivering service to customers.

Other VALUE-ADDED SERVICES may include, but not be limited to:

- o Packing/ unpacking services
- o Special handling
- o Furniture breakdown and installation
- o Sensitive equipment custom crating, packing and transportation
- o Product warehousing
- o Debris removal
- o Asset management services/ inventory services
- o Secure records transportation
- o Shredding
- o Recycling Services

REQUIRED QUALIFICATIONS:

- High School Diploma or GED equivalent
- Driver's license
- Background checks
- Must have authorization to work in the United States
- Heavy Lifting, capable of lifting 75+ lbs
- Experience driving box and straight trucks
- Prior moving and storage or delivery experience is a plus
- Experience as a crew member, leader, or supervisor
- Must possess reliable transportation
- Adhere to drug-free workplace initiatives.



DESIRED SKILLS

- Strong interpersonal and leadership skills with the ability to interact with internal customers, external customers and leaders across organizational elements.
- Demonstrated teamwork skills.
- Superior problem solving and critical thinking skills
- Excellent organizational, interpersonal, and verbal communication skills
- Must be a US citizen
- Must complete a Background Investigation
- Flexibility for varying works schedules as needed for a particular move

EDUCATION

High school diploma or GED required with at least 1 year of relevant experience required.

OTHER

Shift: Days 8:00 A.M. to 5:00 P.M

Schedule: Monday – Friday, excluding holiday

Job Class: Transportation

Location | Place of Performance: USA\DC\Metropolitan Area

Telework or Virtual: No

Salary: \$15.25 Minimum

Req Type: Part-Time and On call.

FLSA: Nonexempt

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical, dental, short and long-term disability.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion,



sex, sexual orientation, gender identity, national origin, protected veteran status, or disability. VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.