

**Job Title: Warehouse Specialist (Receiving & Distribution)**

**Reporting Location: Chester**

**General Summary:**

Unloads and stocks materials including plant supplies, tools, and equipment. Loads supplies, tools and equipment to be dispatched. Operates forklift and similar equipment. Ensures that materials are properly received, moved, stocked, accounted for and protected. Conducts inventories. Keeps logs and assists in preparing reports. Heavy computer use. Acts as courier between business locations; requires travel to other service areas – to include Georgia. *Must be at least 21 years of age due to DOT requirements.*

**Essential Job Functions:**

- Receives incoming stock, places inventory into warehouse, delivers stock to appropriate departments and performs other stockroom maintenance duties.
- Loads supplies, tools and equipment to be dispatched for scheduled installations and repairs. Issues these supplies to employees.
- Operates heavy equipment i.e.: forklifts to unload materials. Delivers materials to job sites as needed.
- Ensures materials are properly received, moved, stocked, transferred, accounted for and protected – using the company inventory system.
- Uses MS Office suite of applications to include Outlook, Excel and Word.
- Involved in all aspects of cable TV set top box process – to include receiving boxes, staging boxes and processing returned cable TV set top boxes.
- Receives and processes defective items from all offices.
- Conducts periodic inventories to monitor stock levels and ascertain purchasing needs.
- Works with Accounting and outside vendors to ensure proper inventory control and to minimize discrepancies.
- Keeps receiving and inventory logs for record keeping purposes. Prepares receiving and inventory reports as requested.
- Performs courier service to bank, post office and to deliver equipment to other service areas, if needed. **MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND CLEAN DRIVING RECORD.**
- Performs all other related duties as assigned by management.\*

**Knowledge, Skills, and Abilities:**

- Knowledge of warehouse coordination and distribution.
- Demonstrated skill in operating various warehouse equipment such as personal computer, various software programs and telephone systems.
- Proficient in use of MS Office suite of applications – Word, Excel and Outlook.
- Skill in operating heavy equipment such as forklifts.
- Skill in oral and written communication.
- Ability to communicate with others in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to pay close attention to detail.
- Ability to make sound decisions using information at hand.
- Ability to work independently.
- Ability to understand and verify requisitions, packing slips, invoices and other records.

**Education and Experience:**

High school diploma or equivalent. One year of warehouse experience preferred.

**Physical Requirements:**

- Ability to lift up to 75 pounds on a regular basis
- Close vision, Distance vision and ability to focus
- Regularly required to walk, sit, and use hands to finger, handle or feel
- Regularly required to talk or hear
- Regularly required to operate motor vehicle; must have & maintain valid driver's license

*\*\*Employment is contingent upon successfully completing pre-employment testing, a drug screen, and background investigation – to include driver history.*