



Position Title

Warehouse Specialist

About the Company

TruVista, headquartered in Chester, SC, is an integrated communications and technology solutions provider delivering voice, data, wireless, security and video services to business, residential and wholesale customers. The company has a proud legacy of serving rural customers, combining strong financial performance with quality products, reliable services and exceptional customer service.

Position Summary

The Warehouse Specialist is responsible for all processing, delivery and intake of goods within TruVista Warehouses. Processing of all incoming goods and services, must be timely, accurate, organized and recorded to ensure proper inventory levels are maintained. Effective communication with the team, internal and external customers is warranted with high regard. Operates forklift and or similar equipment and may be required to meet DOT standards and Medical Certification(s).

Responsibilities and Duties (not all inclusive)

- Receive, verify packing list; inspect, unload, store, and deliver internally all materials\products as required
- Keep accurate records of receipts and shipments, contact shipper(s) directly if any discrepancies are found or if the shipment was damaged in any way.
- Follow Standard Operation Procedures (SOP's) for the Warehouse.
 - Daily Charge Outs – Issuing Equipment
 - Receiving – E-mail notification
 - Reel Management
 - DTA's and Set Top Boxes process for staging
- Pull supplies from inventory and prepare them for daily distribution to Service Technicians, Contractors, and/or intermodal transport.
- Maintain the warehouse receiving\shipping areas in a neat and orderly fashion.
- Perform cycle counts.
- **Repairs** - prepare items for shipment and make arrangements for shipping, to include contacting vendors, preparing pack list, bills of lading, etc.
- Organize shipments of goods between sites, from suppliers to other TruVista facilities (SC and Georgia).
- Establish relationships with key businesses and supply partners.
- Perform other duties as assigned

Minimum Requirements

- High school diploma or GED; some technical college preferred; Or an equivalent combination of education and experience
- One to two years of related warehouse experience preferred; additional education may be substituted for years of work experience
- Forklift certification and applicable state/federal certification for truck operation...certification may be obtained after hire, but will be a requirement of continued employment.
- Good oral and written communication skills
- Manual dexterity required for operating machinery
- Ability to be a team player and meet deadlines
- Strong work ethic, ability to multi-task, organized



- Self-motivated, with a willingness to learn and improve each operation
- Dependable, reliable and trust worthy
- Computer literacy, including experience with Microsoft Word, Excel, and Outlook

Additional Requirements:

- Must possess and maintain a valid driver's license and clean driving record.
- Must undergo pre-employment background check to include Criminal, Credit, and Driving History – results must be acceptable
- Must remain in compliance with any federal/state regulations, as well as TruVista company policies and regulations

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or fingers; handle or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds unassisted and up to 100 pounds, with assistance. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. Machinery operation requires the use of safety equipment to include, but not limited to, eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothing and jewelry are not permitted. The noise level in the work environment is usually moderate to high.

- Regular use of tools/equipment, to include ladders, pallet jacks and pallet stacker
- Must be able to sit/stand for extended periods of time while maintaining focus

Benefits

Comprehensive benefits package includes medical, dental, life insurance and vision coverage, 401k savings plan with company match, paid vacation and holidays, and many more excellent benefits.

FLSA and Employment Status

Non-Exempt, Full Time

How to Apply

Complete an online application at www.truvista.net/careers. Resumes may be submitted to employment@truvista.biz – please list the position title in the subject.

Note: All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete an application and/or interview process should contact a management representative.