

## **Warehouse Technician**

CommuniComm Services is a fast-paced, vibrant and ever changing organization whose notable strengths are its consumer focus, community involvement and employee dedication. We are committed to our employees, customers and the communities we serve as demonstrated through our sense of urgency, teamwork, and local investment. We value and reward hard work, initiative and a job well done by competitively compensating our employees. We are currently seeking a Warehouse Technician in our Douglas, GA system.

### **Responsibilities:**

- All and other duties as assigned by Management
- Maintain appropriate stock levels of on-hand and inventoried CATV equipment parts and controlling and distributing of stock to technicians and front office when needed.
- Maintain records of all items requested and dispersed; log supplies needed, and as needed, perform physical inventory of stock.
- Oversee all shipping and receiving to/from assigned vendors. Receiving all new inventory and processing packing slips with verified quantities and correct parts.
- Provision all customer premise equipment utilizing a computer billing system
- Reconcile all customer premise equipment returns and organize appropriately
- Punctual, regular and consistent attendance and proper dress attire.
- Ability to use all basic cable installation/construction tools
- Ability to effectively communicate & receive detailed information and instructions and perform the task that is asked.
- Ability to communicate both orally and written communications
- Strong PC skills including Microsoft Excel, Word.
- Knowledge of Electric Safety Code
- Distribute inventory to technical personnel as authorized by inventory request forms and/or Management
- Perform general building and grounds housekeeping responsibilities.
- Other duties upon request.

### **Minimum Qualifications:**

- Must have the ability to use all basic cable installation/construction tools, able to lift up to 80 lbs, climb a step ladder, and have the ability to use reasoning skills to properly maintain a warehouse for Cable TV.
- Must possess strong mathematical and computer skills including Microsoft Excel and Word.
- Knowledge of Electronic Safety Codes and Hazmat is also a plus.
- High School Diploma or equivalent.
- Knowledge of CATV practices and procedures.
- Must possess strong oral and written communication skills.
- 3-5 years of warehouse experience or recognized equivalent in work experience a plus
- Ability to work overtime, as needed.
- Qualified applicants must possess and maintain a current driver's license, pass a pre-employment drug screening, a motor vehicle check and criminal background check.

CommuniComm offers a competitive salary and benefits package which includes free cable and internet for employees who live within CommuniComm service areas, paid time off, medical/dental/vision, life insurance, short-term and long-term disability, 401(k) and flexible spending accounts.

Email resumes to: [hr@jamescable.com](mailto:hr@jamescable.com), reference "Warehouse – Douglas, GA" in the subject line.

CommuniComm is a drug-free and an EOE

