

**Interface Communications Company**

**Position Title:** Warehouse Technician

**Classification:** Non-exempt

**Reports to:** Warehouse Manager

**Level of Authority:** N/A

**Warehouse Technician Job Purpose:** Entry level telecommunication technician. Receipt, delivery and distribution of materials and equipment.

**Warehouse Technician Job Duties:**

- Maintains receiving, warehousing, and distribution of materials and equipment.
- Maintains cleanliness of the warehouse.
- Ensures the warehouse is properly secured at all times.
- Controls inventory levels by conducting physical counts as directed.
- Purchase order entry into Sage software.
- RMA (returns) processing.
- Communication and delivery scheduling with vendors and suppliers.
- Maintains physical condition of the warehouse by inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Delivery of materials to job site locations as directed by others.
- Pick-up of materials from job sites as directed by others.
- Preassembly of telecommunication solutions as directed by others.
- Installation of telecommunication solutions when required.
- Completion of online telecommunication training made available by the company.

**Skills/Qualifications:** This individual is interested in becoming a certified telecommunications technician and is willing to start at an entry level within the warehouse facility.

**Job Requirements:**

- High School Diploma or equivalent
- Microsoft Office Programs (Word, Excel, Outlook)
- Valid Colorado Driver's License
- Valid Certificate of Auto Insurance
- Must be able to lift a minimum of 50 lbs.
- Ability to frequently lift 60lbs and occasionally lift up to 100lbs.
- Must pass a background check and a drug screen