

# Equipment and Inventory Coordinator

**Job Title:** Equipment and Inventory Coordinator

**Job Location:** Cape Girardeau, MO

**Report to:** Inventory Supervisor

**Status:** Part-Time (20-25 hours)

**Overview for the Position:** The focus of this position is to coordinate and fulfill day-to-day equipment inventory activities including receiving, signing, and verifying new equipment shipments, processing received equipment into inventory system, test and repair all equipment returned from the field, update firmware and basic configuration of equipment, and maintain status of all equipment in the inventory system used throughout the company. Organization and neat and tidy work areas are key so keeping the warehouse and trucks clean and organized are vital to the success of the organization.

## **Specific Responsibilities:**

- Receive equipment shipments at warehouse locations
- Verify equipment shipment makes, models and quantities for accuracy and note exceptions
- Process the equipment into Inventory System
- Handle the processing of all returned equipment
- Refurbish eligible Equipment
- Cleaning packing materials out of tech trucks
- Reloading tech trucks inventory to predetermined levels
- Processing any equipment for research / RMA back to primary warehouse or Manufacturing facility
- Testing returned equipment and updating status in Inventory System

## **Qualifications:**

- Highly motivated and energetic
- Ability to work independently and with a team
- Detail oriented with strong multi-tasking capabilities
- Strong work ethic
- Process oriented
- Excellent written and verbal communications skills
- High School Diploma (or GED)

This is not meant to be an exhaustive list of duties and responsibilities. Position may require additional tasks, duties or projects as assigned.

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Because Big River Communications believes in providing a safe work environment, we conduct drug and background checks in our recruiting/hiring processes. AA/EOE, M/F/D/V

To apply for this position, please send resume to address below

## **Human Resources**

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