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 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.

**Specific Responsibilities:**

* Update all customer interactions in our Customer Relationship Management software
* Highly motivated and energetic
* Ability to work independently and with a team
* Handle the processing of all returned equipment
* Refurbish eligible Equipment
* Manage Inventory
* Dependable/Reliable

**Qualifications:**

* Detail oriented with strong multi-tasking capabilities
* Strong work ethic
* Process oriented
* Excellent written and verbal communications skills
* High School Diploma (or GED), Bachelor’s degree preferred

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