

Inventory Coordinator I

Full-time benefits eligible position, typically Monday – Friday with a rotating schedule of either 7 am – 4 pm or 7:30 am – 4:30 pm

Manage the company inventory assets to allow completion of scheduled installation maintenance and plant construction while maintaining the minimum possible inventory. Initiates material requests; identifies, labels and maintains warehouse locations for materials and maintains inventory information in financial system; stages stock items for employees; accepts deliveries from freight carriers; assist with year-end inventory audit; loads/unloads trucks; delivers supplies and packages, etc. Required to use a fork lift. High school diploma or equivalent required; a two-year degree or equivalent work experience is preferred. Must develop knowledge of accounting procedures. Experience in construction and maintenance of outside plant is desired.

Competitive salary and benefits including health, dental, vision, life insurance, Health Savings Account, 401K, PTO, etc.

Please complete an employment application by 5:00 pm, October 6, 2022.
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