



## **Inventory Control Specialist/Warehouse**

Vyve Broadband, founded in 2012, is an innovative company serving largely non-urban communities in eight states, including Oklahoma, Texas, Arkansas, Kansas, Louisiana, Tennessee, Georgia and Wyoming. A technology leader in the cable and broadband sectors, Vyve Broadband offers an extensive range of broadband, fiber connectivity, cable television and voice services for commercial and residential customers. Vyve was formed as a platform to provide the very best next-generation services and features available, along with a sector-leading customer experience. Residential services include high-speed Internet with speeds up to 1 Gig, all-digital, high-definition video and fully featured digital voice. Vyve Business Services include optical Ethernet, PRI and hosted voice services for the business community.

### **Job Summary**

Vyve Broadband's Inventory Control Specialist/Warehouse person will order, stock, provision, troubleshoot, reconcile and recycle all types of electronic customer premises equipment used for commercial and residential purposes. Must also track movement of all equipment and warehouse supplies; and maintain sufficient quantities of Equipment & Material for daily production.

### **Job Duties and Responsibilities**

- Receive and process equipment/supplies from vendors and complete all paperwork/records using computer.
- Transport material to other locations using company vehicle and/or trailer.
- Issue supplies to technicians and contractors.
- Must be able to work a flexible schedule.
- Ability to lift a minimum of 75 lbs.
- Maintain a clean and orderly warehouse daily.
- Willing to train as installer and may be required to assist with installation from time to time.
- Clean, repair and test returned equipment.
- Determine whether or not damaged inventory can be processed for repair.
- Track movement of digital equipment, modems & ATA's.
- Utilize GLDS to enter all inventory items into the billing system, and track movement of the entered inventory items.



## **Required Qualifications**

- Knowledge of general receiving/shipping and inventory control is helpful.
- This position requires good communication and basic computer skills.
- Good interpersonal and conversational skills, including courtesy and patience in dealing with vendors and co-workers.
- Applicant must have a valid driver's license and a good driving record that is considered acceptable by insurance standards in order to drive a company vehicle.

## **WE PROUDLY OFFER:**

- **a friendly and fun work environment**
- **communication and training**
- **great benefits package**
- **courtesy cable (in our markets)**
- **a culture that encourages growth**

Vyve Broadband is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, handicap, disability, marital status, veteran status, reserve or National Guard status, or any other status protected by applicable law.