**JOIN OUR TEAM**

**WE’RE GROWING!**

Working at All West Communications means joining a growing company that values community and creating opportunities in the areas we serve. We know that the services we provide give people access to information, entertainment, and communications across town and around the world. We are neighbors serving neighbors and believe that EVERY CONNECTION COUNTS.

Do you like helping people? Are you detail-oriented? Do you have a can-do attitude? Do you like solving problems? Are you willing to think outside the box? Do you believe that if something is worth doing, it’s worth doing right? If this sounds like you, we would love to talk to you!

We are currently hiring an Inventory Manager to work in our Kamas, UT office. In this new position, the Inventory Manager will be tasked with implementing an inventory tracking system and working hand-in-hand with various departments in the company to streamline our current inventory process. This position is responsible for the following (and then some!):

 **Responsibilities:**

* Implement an inventory tracking system to optimize inventory control procedures
* Determine optimal volumes, monitor inventory levels, and advise purchasing on proper inventory levels
* Track items entering and leaving inventory locations
* Oversee distribution of supplies within the organization
* Order equipment as needed or per request
* Create purchase requisitions
* Perform the shipping function to ensure items are sent and received in a timely manner
* Receive and document materials and equipment
* Keep detailed records
* Maintain the warehouse in a clean and organized manner
* Demonstrate exceptional customer service

**Requirements**:

* High School Diploma or equivalent, required
* Forklift certified, required
* Five+ years progressively responsible inventory management experience, required
* One year of telecommunications experience, preferred
* Associate degree in Accounting, Business Management, or Supply Chain Management, preferred
* Ability to lift up to 50 lbs independently
* Valid driver’s license and a good driving record

All West is a drug free workplace, conducting pre-employment and random drug testing.  Benefits include medical, dental, short-term disability, life insurance, AD&D, 401k with company match, PTO, paid holidays, and more!