

# 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.

We are seeking a detail-oriented and organized Fleet Specialist/Inventory Support to join our team. This position will support the organization through managing company inventory, managing company fleet, ordering and receiving equipment and materials, stocking and restocking inventory, testing equipment and maintaining records as required.

### Responsibilities:

- Assumes responsibility for company vehicles for the purpose of ensuring vehicles are available, in compliance with safety standards, and adhere to laws and regulations
- Handle and control company inventory for the purpose of ensuring there is sufficient inventory for the company to operate efficiently and effectively
- Coordinates with the Director of Procurement, Inventory Specialist and the Inventory Coordinator to order equipment, materials, and other items for the purpose of ensuring sufficient inventory exists for the company to operate efficiently and effectively
- Receive and complete daily workload through the inventory/purchasing ticketing system
- Performs the shipping function for the purpose of ensuring items are sent and received in a timely manner
- Receive materials and equipment for the purpose of ensuring what has been ordered has been received accurately and timely
- Maintains the warehouse and inventory yards for the purpose of ensuring sufficient materials/equipment/supplies exist to get the work of the company done in a timely manner
- Stocks and restocks inventory areas for the purpose of ensuring sufficient materials/equipment/supplies exist to get the work of the company done in a timely manner
- Tests equipment for the purpose of ensuring equipment is working properly prior to technicians using it for customers

### Other Functions

- Communicate with internal customers the status of received and shipped inventory items
- Maintains records for the purpose of ensuring accurate and timely documentation of company property

### Requirements:

- High school diploma, required
- Associate's degree in accounting or a related field, preferred
- At least two to three years of inventory management, required
- At least two to three years of telephone experience, required
- A valid UT driver's license and good driving record, required
- Ability to lift up to 50 lbs independently
- Valid UT driver's license and a good driving record

### About You – Education & Experience

Should demonstrate abilities in the following areas:

- Exceptional teamwork – and delegation where needed for working with coworkers
- Strong customer service and communication skills for working with everyone
- Negotiation and persuasion with vendors and customers
- Independent problem solving and planning/organization skillsets
- Comfortability with having daily and weekly interactions via phone, email, and face to face contact to complete tasks
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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!