



## **JOB OPPORTUNITY**

### **CPE/WAREHOUSE TECHNICIAN**

**Location:** Oxford, MS  
**Direct Report To:** Warehouse/CPE Supervisor

#### **Job Summary:**

Coordinate the activities of inventory control, receiving, ordering, storing, issuing and shipping of tools, equipment and other supplies.

#### **Job Responsibilities:**

- Accurately initiate and compile records for ordering, issuing, shipping, and inventory control;
- Review records for accuracy of information and maintaining proper stock levels and report any discrepancies;
- Gather and maintain system records and files in a timely manner for completion of required reports;
- Initiate and coordinate delivery and pick up of inventory at various offices throughout the MaxxSouth system, based on operational needs including maintaining accurate records;
- Facilitate the issuance and collection of equipment and other supplies to contractors and other personnel while maintaining detailed/accurate records of times and other identifying data on system;
- Testing and/or repair of equipment or supplies where and when required;
- Oversee converter/modem inventory, activation, maintenance and repair;
- Provision cable modems;
- Other duties as assigned.

#### **Job Qualifications:**

- High School diploma, G.E.D., or equivalent combination of training and/or experience required;
- Professional verbal communication and telephone skills;
- Ability to carry out detailed tasks with accurate results;
- Strong external/internal customer satisfaction focus with sound judgement;
- Demonstrated capacity to use office equipment, i.e., fax machines, copy machines, postage machines, telephone, etc.;
- Ability to use minor test equipment and an understanding of basic electronics preferred;
- Ability to lift 75 pounds;
- Ability to operate forklift preferred;
- Must be reliable and able to work non-traditional hours;
- Valid driver's license without driving limitations or suspensions; maintaining an acceptable driving record;
- Must be able to pass a background check and drug screen.

An Equal Opportunity Employer