



<b>Job Title:</b> Yard & Warehouse Associate	<b>Reports to:</b> Purchasing Manager
<b>Department:</b> Accounting	<b>Classification:</b> Hourly

### **Service Excellence:**

In keeping with our mission of service excellence, all jobs carry with them an overriding responsibility to provide extraordinary service in terms of safety, integrity, caring, and passion. A commitment to service excellence is expected of all employees.

### **Position Overview/Description:**

The yard associate is responsible for the logistics of receiving, processing, documenting, and storing inventory. The yard associate will assist with inventory management by keeping an accurate count of all materials and inventory entering and exiting the property and help with periodic inventory counts. The yard associate will be responsible for organizing existing equipment, materials, and inventory, including adding appropriate labels on products for storage, delivery, or installation. The yard associate will also be responsible for picking, preparing, and loading materials for employees and sub-contractors. Duties involve unloading and loading trucks, trailers, and equipment using a variety of methods and equipment including, hand lifting, hand trucks, pallet jacks, forklift, skid steer loader, and backhoe. This job will also entail tracking, moving, and storing inventory as small as screws and as large as 8-foot, 8,000-pound reels of conduit and fiber. This position may occasionally involve making deliveries, receiving, or counting materials, equipment, and inventory in remote work locations in rural Utah and Nevada.

At the direction of the purchasing manager, the yard associate will help process return shipments, RMA's, and requisitions for material and inventory. At the direction of the controller, the yard associate will help retire materials and equipment, including preparing items for disposal, shipment, recycling, resell, or auction. Also included in this job description are light facilities and yard maintenance tasks, including supervision of sub-contractors for facilities.

This job will be fun, physically active, and demanding. It will entail being both indoors and out-of-doors, daily, year-round. It will mean loading construction crews first thing each morning, staging for sub-contractors, accepting deliveries throughout the day, then checking that sheds and equipment are locked up when teams go home. It will also mean assisting with network outages when they occur, as needed, after regular business hours (see Service Excellence above). This is not a work-from-home job and will not transition into remote work.

## **Essential Job Requirements:**

- Receive, document, and process incoming material, equipment, and inventory
- Label, organize, store, and maintain material, equipment, and inventory
- Assist with inventory management by keeping an accurate count of all material and inventory entering and exiting the property
- Assist with minimum order quantity requisitions and periodic inventory counts
- Prepare and load materials and inventory for employees and sub-contractors
- Load and unload trucks, trailers, and equipment using a variety of methods and equipment including, hand lifting, hand trucks, forklift, and skid steer
- Operate, move, and store a variety of equipment
- Deliver and count material, equipment, and inventory offsite
- Assist in the processing of return shipments and RMA's
- Assist in the retirement of materials and equipment, including preparing items for disposal, shipment, recycling, resell, or auction
- Yard maintenance and organization and light facilities management duties
- Assist with network outages as needed
- Other duties as assigned

## **Preferred Qualifications:**

- A fun, enthusiastic team player who works and communicates effectively with co-workers in a courteous and professional manner
- A person who has very dependable attendance and will ensure work is completed in a timely manner, with minimum supervision
- Ability to operate medium and heavy equipment without accommodation
- Ability to communicate effectively with vendors, sub-contractors, and customers and display professionalism and enthusiasm, in-person and via email, snail-mail, telephone, and text
- Ability to organize, prioritize, and handle multiple work assignments
- Ability to complete work accurately under time constraints and deadlines
- Ability to work in a physically demanding and active environment that will entail being both indoors and out-of-doors, daily, year-round
- This is not a work from home job and will not transition into remote work
- This position does require infrequent overnight travel
- Knowledge of Microsoft Office products, Outlook, Word, and Excel is a plus
- Knowledge of the telecommunications industry is a plus
- Ability to operate standard office equipment such as telephones, calculators, personal computers, and monitors, etc. without accommodation
- This position does require the ability to maintain confidentiality and integrity of proprietary customer information

## **Note:**

The statements herein are intended to describe the general nature and level of work performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the employer's discretion.