



Job Posting

Location: California Region – Rocklin, CA

Job title: Warehouse Technician Lead

Reports To: Technical Operations Manager

Type of Position:
Non-Exempt, full-time

Salary:
DOE

Posting Period:
Until Filled

Purpose of Position:

Provide outstanding customer service contributing to Wave’s success by serving as the first line of support for the Sacramento regional warehouses. The position oversees the staff located in two warehouses. This position will assist and lead all of the activities in the warehouses including periodic spot audits, regularly scheduled audits, inventory management utilizing the WASP or future inventory system, equipment staging, managing minimum and maximum inventory levels, equipment repair, shipping and receiving while working closely with the purchasing department on a regular basis. This position is responsible to ensure all parts and equipment are available and to meet internal and external customer leads.

Primary Responsibilities:

- Supervise, lead and direct warehouse technicians in the Sacramento Region, providing assistance, support and leadership to employees engaged in all activities related to inventory, equipment staging and repair, shipping and receiving and other related warehouse activities.
- Monitor and assist with inventory management of all parts and equipment in each location throughout the Region utilizing the WASP inventory system to ensure accurate inventory levels are maintained.
- Oversee all work necessary to ensure all video receivers, remotes, modems and routers are in good condition and working order before being issued to the field or a retail location.
- Communicate with management team and be aware of marketing programs, sales programs and other activities that can impact inventory levels. Must be able to assist with projections and run reports to assist with estimates for projects and customer growth.
- Monitor all shipping and receiving activities to ensure parts and equipment are stocked properly, entered into the inventory system and packing slips are forwarded to accounts payable for processing.
- Perform all work necessary to conform to quality control guidelines (includes compliance with requirements outlined in applicable regulations such as: OSHA, FCC and NEC and following procedures as outlined in the Safety Manual and Employee Handbook).
- Work closely with the regional purchasing personnel to make sure ordering is processed in a timely manner.
- Perform other duties requested by supervisor.

Qualifications:

- 5 years of experience in warehousing utilizing inventory systems.
- 2-3 years supervisory/leadership experience in related fields.
- Strong organizational skills and analytical abilities.
- Ability to write methods, procedures and documentation of processes for warehouse staff.

- Strong leadership and motivational skills and able to develop and train staff.
- Ability to work in a team atmosphere and be a team leader.
- Excellent customer service and people skills.
- Excellent computer skills and able to use Microsoft office programs.
- Ability to adhere to Local, Federal regulations and Company policies.
- Ability to carry, climb and operate extension ladder (approx. 28 ft. high and 75 pounds)
- Ability to drive Company vehicle in a safe and responsible manner.
- Ability to prioritize and organize effectively.
- Ability to operate a forklift.
- High School Diploma or equivalent.
- Valid driver's license.
- Satisfactory driving record.
- Work indoors in poorly ventilated areas such as attics during extreme heat.
- Exposure to dust, dirt, noise, insects, cleaning solutions, etc.
- Work and travel in inclement weather.

Diverse Workforce / EEO:

Wave Division Holdings (WDH) recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. WDH requires a drug test, background check, employment, and education verification as conditions of employment. WDH is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status.

To Apply:

Candidates may submit cover letter and resume to hrmgr@wavebroadband.com