



## **Gila River Telecommunications, Inc.**

**JOB TITLE:** Warehouseman

**REPORTS TO:** Inventory Accountant Supervisor

**DEPARTMENT:** Accounting

**STATUS:** Non-Exempt

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### **Job Summary:**

Perform general warehouse operations and supports management by acting as first line of assistance to delivery carriers, internal and external customers, and Warehouse Associates. Responsible for assisting in training warehouse associates on the proper execution of warehouse duties and ensures warehouse processes.

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### **PRIMARY JOB DUTIES:**

- Processes RMA's for inventory items returned due to malfunction.
- Maintains inventory controls by ensuring employees adhere to the inventory process for issuing and returning inventory items.
- Responsible for month end physical count. Researching variances and reconciling differences.
- Responsible for checking in and out tools, equipment and safety gear.
- Responsible for assisting with inventory replenishments and providing order list to the Warehouse Lead for order placement on a bi-weekly basis or as needed.
- Assist with picking up Will Call orders and Propane refills.
- Prepare parcels for shipping via UPS, FedEx, USPS, etc.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat, sweep, dust and mop. Always organize warehouse and work area for orderliness
- Wear the proper safety equipment as required by Company Safety Manual.

- Maintain and update MSDS folder.
- Maintain forklift certification.
- Always operate forklift in a safe manner.
- Must be able to lift 50lbs.
- Effectively communicate with co-workers, vendors, and other business contacts in a professional and courteous manner at all times.
- Ensure GRTI Employee Handbook is understood and followed in a consistent and respectful manner.
- Other duties as assigned.

#### Receiving Duties:

- Operates forklift to off load freight deliveries and reels (Conduit/Copper Cable/Fiber).
- Load and unload reels onto the construction trucks.
- Check in merchandise against Purchase Orders or Credit card orders.
- Ensure damaged products are reported to the delivery person and noted on receiving documents before signing for packages.
- Take pictures to show proof of damage and forward paperwork to Inventory Accountant Supervisor for damaged goods.
- Ensures the two-way match process is completed on all incoming shipments.
- Receives incoming orders and verifies package contents by opening packages and match packing list to received items.

#### Inventory:

- Processes manual transactions for all inventory items through Account Master or MACC Mobile.
- Sort and places bar codes on incoming inventory items.
- Place inventory items on racks, shelves or in bins according to organizational standards.
- Delivers incoming orders to the requesting departments.
- Pulls and scans inventory items and placing them in the staging area.

**Note:** This job description in no way implies that these are the only duties to be performed by this employee. The person in this position will be required to follow instructions to perform any other duties as requested by supervisor.

#### **SKILLS AND COMPETENCIES:**

- Able to multitask, prioritize, and manage time efficiently.
- Goal-oriented, organized team player.
- Accurate and precise attention to detail
- Ability to physically stand, bend, squat, and lift to 50 pounds.
- Computer skills; will include scheduling with Microsoft Office Suite or similar Accounting/Warehouse Management software.

## **EDUCATION AND EXPERIENCE:**

- High School Diploma (or GED/High School Equivalence Certificate) is required.
- One-year prior experience in warehouse environment or other related equivalent experience is desirable.

## **EQUIPMENT USED:**

Pallet jack, forklift, sawzall, hand tools, telephone, calculator, computer, monitor, printer, hardware and software packages, computer peripheral equipment i.e., mouse, keyboard, Microsoft Suite.

## **ADDITIONAL REQUIREMENTS:**

- Will be asked to provide 39 months driving record. Positions requires insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug test and background check.

As a matter of company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

**Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.**

**Interested applicants should email [humanresources@gilarivertel.com](mailto:humanresources@gilarivertel.com) to apply**