



Position Title: Warehouse Associate – Temporary Assignment

Reports To: Warehouse Manager

Shift: Monday through Friday 9:00am to 5:30pm

Pay Grade: 3

Position Summary: The primary goal of the Warehouse Associate is to provide quality service to our internal customers. The Warehouse Associate supports customer focused activities and company projects by coordinating and stocking CATV installation, maintenance, and construction material with a high degree of accuracy. This is a temporary assignment through March 31, 2010.

Essential Duties and Responsibilities:

- Receive, store, and distribute material, tools, equipment, and products within establishment
- Reads shipping and receiving schedule, customer orders, work orders, shipping orders, or requisitions to determine items to be moved, gathered, or distributed
- Conveys materials and items from receiving or yard area locations to storage or to other designated areas by hand, hand truck, or gas-powered industrial truck
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence, such as size, type, style, color, or product code
- Fills requisitions, work orders, or requests for materials, tools, or other stock items and stages items for issue or shipping to customers or vendors
- Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to customer care center or other departments
- Selects packaging and shipping materials required for the packaging and shipment of materials to vendors or customers as required
- Prepares Shipping manifests, documents, schedules, and coordinates shipping requirements for home delivery of customer orders
- Marks materials with identifying information, using stencil, crayon, or other marking/ labeling devices
- Opens bales, crates, and other containers, using hand tools
- Records amounts of materials or items received or distributed
- Counts items for distribution within warehouse or yard to ensure conformance to company inventory standards
- Arranges stock parts in specified sequence for inventory management
- May use computer to enter records and may compile worksheets or tickets from service orders, engineering specifications or customer care center requests
- May complete requisition forms used in sales of inventory items and may prepare parcels for mailing
- May maintain inventory records
- Drives liquefied gas-powered industrial truck equipped with lifting devices, such as forklift, to push, pull, lift, stack, tier, or move products, equipment, or materials in warehouse, or storage yard
- May inventory materials on work floor, and supply walk-in customers with materials as needed
- May load or unload materials onto or off of pallets, skids, or vehicles
- May lubricate truck, recharge batteries, fill fuel tank, or replace liquefied-gas tank
- Supports building maintenance activities such as deliver mail, pick up returned equipment, stock front counter equipment, and other requests

- Recognizes deviation from accepted practices and confirms appropriate next steps with Warehouse Supervisor
- Competently uses a PC with Word and Microsoft Outlook, along with other related software
- Completes routine work without instructions; shows initiative to improve processes
- Collaborates and communicates with other departments to ensure customer satisfaction
- Demonstrates high ethical standards, strong work ethic with an emphasis on team commitment, shows respect for others, acknowledges and builds on others ideas, and supports group decisions
- Other functions that may be assigned

Preferred Qualifications:

- Must be team oriented, customer focused, and dependable
- Must be ethical with solid value system demonstrated by decisions and actions; Shares the values and ethics of the Company
- Experienced at performing regular warehouse stocking, counting, picking and sorting requirements
- Ability to interact with customers, vendors and co-workers in a friendly and professional manner at all times
- Effective verbal and written communication skills; develops and maintains two-way communications; keeps other departments informed of developments affecting their functions
- Ability to multi-task and respond to changing priorities; excels at cutting through confusion and turning chaos into order
- Possesses a basic knowledge of computer fundamentals including Internet, Word, Outlook, and Excel
- High school diploma or equivalent
- Satisfactory driving record required to operate assigned Company vehicles
- Successful criminal background check and pre-employment drug screening required of all new associates. BendBroadband is proud to be a drug free workplace.

Physical Requirements

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently uses various pieces of machinery in the scope of duties including: forklift, hand truck, power drill, power saw and variety of hand tools
- Frequently sit, stand, bend, squat, crawl, and reach above shoulder level
- Frequent use of computer monitors
- Frequently lift and carry 70 pounds
- Frequently walks on uneven terrain