



DirectLink has an opening for a full time Warehouse Inventory Assistant in Canby, OR.

The primary purpose of this position is: Responsible for assisting with day-to-day functions of the warehouse.

Essential Duties:

- Secures and maintains the warehouse for the purpose of ensuring supplies and equipment are organized for determining ordering needs and accurate accounting.
- Stocks and maintains plant and warehouse inventory. Organizes the warehouse for efficient distribution of supplies. Distributes and tracks inventory. Conveys materials and items from receiving areas to storage or to other designated areas.
- Assist with inventory disbursement logs in cooperation with Finance.
- Receives new inventory items (modems, STB's, ONT's, CPE, etc.) and assigning in NISC, adding to server, and/or completing any preliminary check-in procedures according to documented procedures.
- Performs basic testing on CPE returns (modems, routers, STB's) and rekit/restock, recycle, or RMA.
- Responsible for accurately accounting for all equipment/inventory assigned to technicians. Includes checking in/out equipment and obtaining paperwork to assign equipment.
- Maintains internal control of all material in stock, checks incoming orders, and returns defective materials. Keeps records of inventory items that have been received, charged out or transferred.

Job Requirements:

- Warehouse experience or equivalent experience in shipping/receiving, construction or other related fields.
- Maintain punctual, regular and predictable attendance
- Able to lift at least 50lbs and work from ladders at various heights
- Work collaboratively in a team environment
- Operates forklift and is required to keep forklift certification current
- High school diploma or equivalent preferred
- Must possess a valid driver's license with a good driving record

DirectLink connects over 8,000 members to the world they work, play, and live in through Internet, video, and voice services. The service area includes over 100 square miles in the Canby and Mt. Angel communities located in the northern Willamette Valley, Oregon. DirectLink is a not for profit telecommunications cooperative that began in 1904 and employs over 60 people who contribute to the vitality, creativity, knowledge and expertise that make the company an exciting and challenging place to work. The company has been nationally recognized many times as an innovative industry leader. Visit www.directlink.coop for more information.

The DirectLink team has committed to; creating a culture of community by breaking down barriers, overcoming adversity and encouraging passion and pride while delivering extraordinary experiences to all. We are a drug free company and offer a generous benefits package. If you are a qualified candidate, share our values and would like to join the DirectLink team please apply ASAP! Email your resume and cover letter to jobs@directlink.coop or fax 503-263-9399.