Inventory Specialist at Allo Communications in Yuma, AZ
Job Posting Id: 4903425
Full Time
Pay Rate: $18.00-$25.00 / Hr (D.O.E)

Job Description:
At ALLO, we believe people are our biggest asset. Our team brings the ALLO mission to life because as local members of each community, we live, work, play, and volunteer right here with you. We’re passionate about being involved and contributing to the success and progress of each of our fiberhoods.

We pursue these passions because ALLO leaders have created a workplace where folks are valued, ideas are heard, and work-life balance is an everyday practice.

Inventory Specialists work in warehouse settings where they are responsible for implementing strategic decisions that govern the need for space apart from loading and unloading freight and providing direct customer services. This position requires an individual to be extremely dexterous where physical and mental work is concerned as Inventory Specialists may be required to operate forklifts and perform basic mathematical calculations. Working in a warehouse is not an easy job. You might often work in difficult situations and extreme temperatures. There are mainly four tasks of a warehouse associate's position; shipping, packing, receiving and production handling.

RESPONSIBILITIES:

• Pull, pack and ship orders in an accurate manner
• Organize stocks and maintain inventories
• Deliver orders to customers real-time
• Inspect goods for defects and damages
• Track inventory in appropriate system
• Organize space in the warehouse and perform cleaning duties
• Notify supervisors of problems that are not resolvable
• Resolve all other issues at the warehouse level
• Check spools on work orders
• Restock materials as and when required
• Process and package goods in a time efficient manner
• Forklift experience is preferred - Lift up to 75 lbs

Job Requirements:
• Previous warehouse and inventory management experience is desired

SKILLS / KNOWLEDGE / ABILITIES:

• Service Excellence
• Oral and written communications
• Problem Solving
• Managing Multiple Priorities
• Decision Making and Critical Thinking

How to Apply:
Go to http://www.allocommunications.com/careers to apply for this position. Follow the instructions included at the site, including how to submit an application.