

**Job Title: Warehouse Clerk**  
**Location: Pine Bluff Cable TV, Pine Bluff, AR**  
**Department: Technical**  
**Reports To: Plant Manager**

***Safety Sensitive Position***

***Pursuant to Act 593 of the Arkansas Medical Marijuana Amendment***

**JOB SUMMARY**

This position is responsible for maintaining the integrity, accountability, and security of all inventory while placed within his/her control while also supplying all operations personnel with needed inventory in order to provide customer satisfaction. He/she is supervised by the Plant Manager.

**JOB DUTIES**

1. Answering customer questions about pricing, program content, and cable TV technology
2. Maintain a professional appearance
3. Receive incoming inventory and supplies
4. Ship inventory for repair, transfer, and replacement
5. Prepare and issue inventory to all appropriate personnel
6. Maintain security of all inventory within warehouse and alert plant management to any inventory improprieties and shortages
7. Prepare and edit public announcements on the community channel
8. Perform any special projects requested by management
9. Perform monthly inventory as defined by Pine Bluff Cable TV on all converters and decoders
10. Perform quarterly inventory as defined by WEHCO Video on all materials within warehouse
11. Perform inventory movement and maintenance within the ICOMS software
12. Maintain the inside appearance of the tech department
13. Backup technical PC once every two weeks
14. Issue tools upon hiring and account for tools after dismissal or departure of an employee  
– Report the missing tools to the office manager
15. Troubleshoot converters and decoders within the inventory
16. Maintain a neat warehouse
17. Maintain the office heater / air conditioner air filters and maintain coffee supply and supplies within the restores
18. Maintain the light fixtures
19. Draft new forms used by operations personnel –Subject to approval by General Manager
20. Report any customer service and employee issues, problems, improprieties, or recommendations to the General Manager in order to maintain the integrity and performance of the operation
21. Perform backup for the dispatcher

22. Cold boot Digital Consumer Terminals and correspond all problems with GI or TVN

**JOB SPECIFICATIONS:**

**Education:** High School Diploma or GED

**Experience:** Cable TV Inventory and moderate technology knowledge. Past experience in customer service

**Knowledge:**

Cable TV Principals and Technologies

Knowledge of Pine Bluff Cable TV procedures, practices, and policies

Knowledge of Pricing

Product Knowledge of Programming Content

Expertise in problem solving in all facets of the cable TV customer equipment

Expertise in all facets of Pine Bluff Cable TVs inventory control

Basic PC knowledge with fundamentals in word processor and spreadsheets

**Working Conditions:**

Office environment; Normal business hours, except for special requests by management

**Work Environment:**

The work environment characteristics described here are representative of that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other:**

- Successful candidate must pass random drug screenings throughout employment.
- The candidate must be able to pass the exam for a DOT Medical Certificate and obtain that certificate upon request.

**Acknowledgment:**

The above statements reflect the general details considered necessary to determine the essential functions of the position identified and shall not be construed as a detailed description of all work requirements inherent in the position. I may be required to perform additional tasks necessary to meet the standards of quality and care.

I acknowledge that I have read and understand this position description and have had the opportunity to ask my supervisor about any points I needed help understanding. Therefore, I hereby state that I can perform the essential functions of this position with or without reasonable accommodation.

\_\_\_\_\_  
**Employee's Printed Name**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

**Apply online at the link below:**

<https://jobs.wehco.com/application/cable>

**PLEASE SEND RESUME TO:**

**Pine Bluff Cable TV  
Attn: General Manager  
715 S. Poplar Street  
Pine Bluff, AR 71601**

**Excellent Compensation Benefits Are Provided**

- Competitive wage
- Relocation assistance
- Supplemental benefits available
- Medical insurance offered
- Paid sick and vacation
- One week of vacation after 90 days
- Paid holidays
- Paid personal day and floating holiday
- Paid parental leave
- Life and disability insurance coverage
- 401K matching contribution by the company
- Profit sharing
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- Company-provided cell phone
- NCTI Educational Training Reimbursement Program
- Employee Assistance Program

**PINE BLUFF CABLE TELEVISION, INC IS AN EQUAL OPPORTUNITY EMPLOYER.**

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