

Job Title: Warehouse Clerk
Location: Vicksburg Video, Inc., Vicksburg, MS
Department: Technical
Reports To: Plant Manager

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.

JOB DUTIES

1. Maintain a professional appearance
2. Receive incoming inventory and supplies
3. Ship inventory for repair, transfer, and replacement
4. Prepare and issue inventory to all appropriate personnel
5. Maintain security of all inventory within warehouse and alert plant management to any inventory improprieties and shortages
6. Perform any special projects requested by management
7. Perform monthly inventory as defined by Vicksburg Video on all equipment
8. Perform quarterly inventory as defined by WEHCO Video on all materials in warehouse
9. Perform inventory movement and maintenance within the ICOMS software
10. Troubleshoot converters and decoders within the inventory
11. Maintain a neat warehouse
12. Maintain the light fixtures
13. 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
14. Clean and maintain any customer returned equipment
15. Issue equipment and monitor inventory for technical staff

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 Vicksburg Video 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 Vicksburg Videos 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.

PLEASE SEND RESUME TO:

Vicksburg Video, Inc.
Attn: General Manager
P.O. Box 1276
Vicksburg, MS 39181

Or Fax Resume To (601) 636-3797

**VICKSBURG VIDEO IS AN EQUAL OPPORTUNITY EMPLOYER.
VICKSBURG VIDEO DOES NOT DISCRIMINATE BASED ON RACE, COLOR, RELIGION,
NATIONAL ORIGIN, AGE OR GENDER. APPLICANTS MAY NOTIFY THE EEOC, FCC, OR
OTHER APPROPRIATE AGENCY IF THEY FEEL THEY HAVE BEEN DISCRIMINATED AGAINST.**