

**Job Title: Warehouse Clerk**  
**Location: Longview Cable Television**  
**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. 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 Longview Cable Television 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 Longview Cable Television 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 Longview Cable Television's 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:**

Longview Cable TV  
Attn: Regional Manager  
P.O. Box 4399  
Longview, TX 75601

or

Fax -903-758-3083

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