

**Position:** Warehouse Technician

**Reports To:** Warehouse Supervisor

**Reporting To This Position:** None

**Purpose:** Accurately maintain, verify and move inventory throughout the warehouse as well as to and from the installer's truck. Maintain inventory control and records, and create and review pick tickets and bills of lading.

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### **Duties and Responsibilities:**

- Work with deployment personnel to meet daily installation demands.
- Move materials and items from receiving or storage areas to shipping or other designated areas.
- Pick and stage inventory.
- Load and verify new meters on installer's truck. Also verify returned meter counts.
- Unload used meters and transport to the cross dock area.
- Receive new, old and damaged meter shipments.
- Sort and separate returned, damaged, warranty, and salvage meters. Document and ship returned, damaged, warranty, and salvage meters.
- Perform final meter read using MBLink.
- Maintain integrity of inventory utilizing NAVision to record amounts of materials or items received or distributed.
- Prepare and maintain records of materials loaded.
- Prepare and maintain records of rejected and unsatisfactory materials as needed.
- Maintain a safe warehouse environment.
- Participate in periodic safety and communication meetings.
- Maintain good vendor relationships.
- Perform physical inventory counts as required.
- Assigned facilities maintenance duties as required.
- Transportation of meters to remote locations as required.

*This description is a guide to the general work to be performed and is not intended to be a complete statement of the position.*

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### **Requirements:**

- High School diploma or equivalent education.
- Previous experience working in a high-volume warehouse environment.
- One year of forklift experience and knowledge of hand truck operations.
- Knowledge of shipping and receiving procedures and inventory control.
- Knowledge of safety issues and regulations.
- Strong computer and data entry skills.
- Good math and problem solving skills.
- Effective interpersonal and communication skills.
- Good time management and organizational skills.
- Ability to multitask and follow through.
- Must be able to lift up to 50 pounds.
- Must be able to work in a variety of physical positions, including sitting, standing for long periods, and walking.
- Ability to drive a 5 ton truck.
- Valid BC drivers license and be able to meet company's minimum driving record requirement.
- Successfully pass MeterPro test.
- Successfully pass a criminal background check.