Join tvONE a world class developer and manufacturer of video conversion and AV signal distribution technology. Be a part of a team that brings the best to everything in video, audio, and multimedia processing equipment. We are seeking a personable, highly motivated individual, with strong attention to detail to assist our operations and production teams. This person will report directly to the Operations Manager.

The primary position is working in our operations department doing light mechanical assembly of computer components. This position is also responsible for all daily in-bound and out-bound shipments and receiving of monthly stock shipments.

**Responsibilities and Duties:**

* Produce and reconcile incoming and outgoing delivery documents.
* Monitors and reports inventory/purchasing needs based on sales projections and stock levels.
* Collect and prepare information for specialized operational reports.
* Create presentations, documents, files, spreadsheets, and databases.
* Improve quality control by inspection of packaging and products.
* Utilize shipping and inventory systems.
* Handle operational relationships with vendors, fulfillment support teams and internal retail business partners.
* Plan for domestic and international package pickups
* Pull materials, pack boxes, and ship with a high quality of standard.
* Customer (internal and external) service
* Maintain a safe and clean work environment.
* Provide confidential administrative support, as requested.

**Assembly/Production Responsibilities**

Primary Function: The primary function of the Assembler is to read and understand work procedures, specification sheets, build work orders, as well as assemble, test, and inspect electronic components.

Essential Functions:

* Perform mechanical assembly of final assemblies and sub-assemblies
* Enter complete and accurate work order information.
* Labeling of components, assemblies or sub assemblies
* Visually inspect parts for proper insertion and placement
* Assemble product, wire, inspect, test and package products.
* Soldering experience is a plus.
* Perform quality checks consistent with specification sheets.
* Maintain accurate inventory levels, replenish parts to assembly area as needed.
* Maintain equipment and work areas in a clean and orderly manner.
* Work with various groups of employees in a team-based environment.
* Keep work area clean

**Shipping & Receiving Responsibility**

Primary Function: The primary function of this role is to read and understand picking tickets, pack orders, process orders for shipping, and receive and inspect incoming components.

Essential Functions:

* Prepare shipments by packing, protecting, and labeling boxes an average of 10-20 shipments per day.
* Ship items by verifying identifying information and quantity and condition of items.
* Document items shipped by recording identifying information of items and transport information.
* Verify items received by inspecting condition of items; comparing count to purchase order and packing list; noting all discrepancies.
* Process returns and assist in relabeling and repacking of damaged goods once repaired.
* Assist in counting of physical inventory.

**Skills and Qualifications:**

* 3 years administrative work experience required.
* High school diploma or equivalent
* Ability to learn quickly, proactively manage changing priorities, and be very dependable.
* Experience with FedEx, UPS and DHL shipping management systems; not required, but beneficial.
* Must be a self-directed leader that is comfortable working in both a team environment and independently.
* Positive attitude and passion for doing great work.
* Excellent organizational, time management, and communication skills required
* Proficient with Microsoft Word, Excel, PowerPoint, etc.
* Capable of lifting 60 pounds with assistance.
* Strong desire to learn and be cross trained.
* Preferred: previous experience working in a manufacturing environment
* Experience with Netsuite a plus
* Experience with international shipping is a PLUS

Job Type: Full-time

Pay: $16.00 - $19.00 per hour

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Health insurance
* Paid time off
* Vision insurance

Schedule:

* 8 hour shift
* Monday to Friday

Ability to commute/relocate:

* Cincinnati, OH 45226: Reliably commute or planning to relocate before starting work (Required)

Education:

* High school or equivalent (Preferred)

Experience:

* Production & Assembly Occupations: 1 year (Preferred)
* Assembly: 1 year (Preferred)
* Machinery Assemblers: 1 year (Preferred)

Work Location: In person