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.

Warehouse Associate Monday-Friday 8:30-5:00 PM

**Shipping/Receiving**

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

**Essential Functions**;

* Pick, pack, and ship domestic and international shipments: mostly parcel, some pallets. Must be able to lift up to 50 lb. Understanding of UPS, FedEx, and DHL website to process outgoing shipments.
* Create paperwork for and troubleshoot issues with international shipping
* Develop relationship with logistic sales representatives as sever as the point of contact for shipping issues, process shipping claims for damage/lost shipments, obtain shipping quotes for sales reps, and participate in annual rates negation meetings
* Monitor all inbound and outbound tracking numbers
* Process all incoming shipments; receive into the system via barcodes, preform quality inspection on receipt, ensure FIFO rules are followed when putting stock away, and receiving in all RMAs and working with tech support to get them processed and repaired
* Manage inventory of products and shipping supplies: perform weekly cycle counts, place orders to replenish as needed, transfer inventory internally
* Collect and prepare information for operational reports
* Provide administrative support including entering purchase orders and expenses
* Provide a daily end of day shipping report to tvONE teams members
* Work with production team members to assist in stock replenishment in production room
* Maintain a safe and clean work environment
* Requires use of Microsoft Office Suite (Excel, Outlook, Word, Teams)

**Qualification Requirements;**

* High School diploma or GED
* Computer skills including Microsoft office
* Ability to lift up to 50lbs
* Prior experience in picking/packing and shipping is required
* Experience with shipping software is preferred UPS, Fedex, and DHL
* Good Communication, organizational, time management skills and ability to multitask
* Must be a self-directed leader that is comfortable working in a team environment
* Positive attitude and passion for doing great work
* Reliable and dependable transportation

**Benefits:**

* Medical
* Vision
* Dental
* Short- and Long-term disability
* 401k with a 4% company match
* PTO

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.