

# Logistics Support

Direct the flow of materials and equipment to support successful completion of projects. Undertake receiving, shipping and organization of inventory; including items kept in company vehicles. Objective is to have the *right parts* at the *right job* at the *right time*. Maintain current knowledge of systems, including networking, audio, video, security, lighting control, or integration, to best support how products are used and deployed in the field.

## Responsibilities:

- Accept, verify, and document received deliveries
- Stage items for pending projects
- Package and prepare items for shipment via carrier
- Assemble materials and equipment for upcoming work orders
- Perform equipment burn-in activities at the warehouse/office
- Expedite deliveries as needed in the most efficient manner
- Process and document returned items from the field promptly
- Keep clean and organized company vehicles
- Ensure inventory is organized and labeled inventory
- Take accurate counts of inventory as instructed
- Help identify slow-moving and obsolete inventory
- Maintain inventory of all company tools and equipment
- Maintain records of tool locations at all times
- Coordinate tool and equipment repair and replacement
- Assist with rack assembly in warehouse/office prior to delivery
- Deliver additional materials or equipment to job sites as needed
- Assist with field installation as required
- Pre-wire cables using hand tools and power tools
- Connect cables to distribution panels and termination outlets
- Test cabling and verify performance
- Read, perform, and document tasks outlined on a Work Order
- Read and follow manufacturer installation instructions
- Deliver exceptional customer service

## Skills:

- Verbal communication and active listening
- Judgement and decision making
- Critical thinking
- Reading comprehension
- Detailed documentation
- Follow instruction
- Safe use of hand and power tools
- Cable identification, specification, installation, connection, and testing
- Read and interpret floor plans, block diagrams, and schedules
- Installation of equipment in a rack

## Knowledge:

- Fundamental mathematics
- Transportation
- Home technology industry
- Construction
- Jobsite Safety and Etiquette
- Cables, connectors, and termination
- Hand and power tools
- Industry standards
- Networking fundamentals
- Basic network security
- Sound, audio, and video principles
- Audio/Video sources and streaming media
- Basic Troubleshooting
- Project management and documentation
- Customer and personal service

### ***Other expected skills:***

Organized  
Efficient  
Budget conscious  
Orderly  
Accurate