



Job Description

Job Title: Branch Inventory Administrative Clerk
Department: Inventory
Reports to: Service Manager
FLSA Status: Non-exempt: 8am to 5pm (Monday thru Friday); 40 hours per week, 1 hour lunch is required

Summary:

Provide Administrative Support to a Regional Service Organization. Responsible for the accuracy of our serialized and non-serialized inventory. Maintain our PC database of all inventories equipment. Handles the ordering process of items to be received from our corporate warehouse and manufacturers. Schedules customer deliveries and pick-ups.

Duties and Responsibilities:

- Maintain an accurate daily inventory of all equipment.
- Enters into the database all movement, receipts and changes of equipment status.
- Work with sales department to facilitate equipment needs and deliveries.
- Provide weekly report for sales and management on all equipment and its status and location. Contact customers for delivery/move request, and processed service swap paperwork (ie. demo, sold and yellow tagged, green tagged, etc.)
- Schedule the daily activity of our delivery truck.
- Responsible for the process of ordering weekly shuttle order.
- Assist with receiving and verifying our inbound shuttle orders.
- To be involved and play a key role in our physical inventory.
- To assist in other areas as needed and requested by management (cover telephones or front desk responsibilities as necessary during lunch and/or reports, etc.).
- Assist sales reps with proper order procedure and ensure equipment orders are properly placed.
- Maintain spreadsheet for tracking deliveries from the completion of setup to install and list the removal of the replaced unit for proper tracking.
- Maintain log of the lease return units and the date returned and forward paperwork or proper department.
- Assist with the entry of manufacturer spiff points (blue carpet)
- Submit install documents to the appropriate parties.
- Assist Division Manager/VP/Service Manager with any additional requested duties.

Skills Required:

1. Excellent organizational, written and verbal skills
2. Strong computer skills to include: Microsoft Word, Excel, Publisher, Outlook Calendar, and Power Point
3. Solid phone experience and pleasant interpersonal skills
4. Ability to manage multiple priorities and tasks and be deadline oriented

Qualifications:

High School education or equivalent is required. Must have excellent attention-to-detail and follow-up skills on functions and duties. Must be physically capable of moving large pieces of equipment and be able to conduct physical labor tasks as it pertains to the job responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.