

## Job Description: Inventory Specialist

**Company:** Bertram Communications and Trango Networks

**Location:** Random Lake

**Position:** Inventory Specialist

### About Us:

Bertram Communications and Trango Networks are leading providers in the telecommunications industry and backhaul manufacturing sectors. Our operations span across three buildings, managing both large equipment and small components essential for circuit boards. We are seeking a diligent and organized Inventory Specialist to join our team and ensure the seamless management of our inventory.

### Job Summary:

As an Inventory Specialist, you will be responsible for managing our inventory across multiple locations. This includes checking items in and out, maintaining inventory levels, and accurately entering items into our inventory system. You will need to have a keen eye for detail and an organized approach to ensure everything is in its proper place. This role offers a fantastic opportunity for growth and development within a fun, dynamic, and innovative environment.

### Key Responsibilities:

- **Inventory Management:** Monitor and maintain inventory levels, ensuring stock is available and correctly stored.
- **Check-In/Check-Out:** Process incoming and outgoing inventory accurately and efficiently.
- **Data Entry:** Accurately enter inventory data into our inventory management system.
- **Organization:** Keep inventory areas organized and clearly labeled. This includes bins, pallets, and shelves across three buildings.
- **Location Tracking:** Maintain a detailed record of where inventory items are located within our facilities.
- **Cycle Counts:** Conduct regular cycle counts and reconcile any discrepancies.
- **Communication:** Work closely with other departments to ensure inventory needs are met and any issues are promptly addressed.
- **Safety and Compliance:** Ensure compliance with all safety regulations and company policies.
- **Manual Handling:** Be able to lift and maneuver boxes up to a standard weight.
- **Equipment Operation:** Operate pallet jacks and forklifts safely and efficiently.
- **Inventory Checks:** Run regular inventory checks and audits.

- **PO and Packing Slips:** Check purchase orders (POs) and packing slips for accuracy.

#### **Qualifications:**

- High school diploma or equivalent; additional education or certification in inventory management is a plus.
- Proven experience in inventory management, preferably in a manufacturing environment.
- Experience running inventory, checking POs, and packing slips.
- Strong organizational skills and attention to detail.
- Highly motivated and able to work in a fast-paced environment.
- Proficient in using inventory management software and other relevant computer applications.
- Ability to lift and move heavy items as needed.
- Experience operating pallet jacks and forklifts.
- Excellent communication and teamwork skills.
- Ability to work independently and manage time effectively.

#### **Benefits:**

- Competitive salary
- Health, dental, and vision insurance
- Paid time off and holidays
- 401(k) plan with company match
- Opportunities for professional development and advancement
- Fun, dynamic, and innovative work environment
- Chance to be a part of a creative and challenging project as we redo our warehouses

#### **How to Apply:**

If you are a meticulous and reliable individual with a passion for inventory management, we encourage you to apply. This is a fantastic opportunity for someone looking to grow their career in a supportive and stimulating environment. Please send your resume and a cover letter detailing your relevant experience to [employment@bertramcommunications.com](mailto:employment@bertramcommunications.com).