

## PRODUCTION & WAREHOUSE ASSOCIATE

*Cincinnati, OH*

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.

### **Responsibilities and Duties:**

- Produce and reconcile incoming and outgoing delivery documents.
- Monitor 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.
- Support the manager in managing and resolving operational issues.
- 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.
- Make arrangements for domestic and international packages.
- 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**

**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:**

- Enter complete and accurate work order information.
- 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.

[www.tvONE.com](http://www.tvONE.com) • [info@tvone.com](mailto:info@tvone.com)

621 Wilmer Avenue Cincinnati, Ohio 45226 • Phone: +1 (859) 282-7303

## **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:**

- 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 shipping management systems; not required, but beneficial.
- Must be a self-directed leader that is comfortable working in a team environment.
- Positive attitude and passion for doing great work.
- Excellent organizational and communication skills
- Proficient with Microsoft Word, Excel, PowerPoint, etc.
- Capable of lifting 30 pounds.

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