NEK Broadband
JOB DESCRIPTION:

Warehouse Material Handler (FULL-TIME)

ABOUT

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to rural and underserved communities throughout the Northeast Kingdom and the Central Valley of Vermont. Founded in 2020 as a Communications Union District, we began construction of our fiber-optic network in 2021.

Today, we're a growing company of just under 40 employees. Our size means that every team member has an opportunity to make a meaningful impact, take on new challenges, and grow their skills and career. At NEKCV, we're committed to building an inclusive workplace where everyone feels welcomed and valued.

Our work is rooted in community, and we're looking for people who share our commitment to connecting rural Vermont communities with the opportunities that reliable, high-speed internet makes possible.

SUMMARY

NEK Broadband is seeking a Warehouse Material Handler. The successful candidate for this position will be someone who embraces the NEK Broadband mission and thrives in a fast paced, "startup" environment, while bringing the organizational skills necessary to ensure that the construction teams have the necessary materials and equipment, while working safely and efficiently. The Warehouse Material Handler must be able to be licensed on a forklift, will be responsible for material handling daily tasks, assisting management with daily inventory, and assisting with the deployment of materials to our contractors.

DUTIES AND RESPONSIBILITIES

There are three primary areas of responsibility for the Warehouse Material Handler:
(1) Customer Support; (2) Forklift operator; (3) Operational Support.

(1) **Customer Support**

- Our primary customers are construction crews contracted by NEK Broadband to install materials that are issued by the warehouse team. We use inventory software to produce issue receipts or pick lists.
- Material / freight handling to ensure material is moved safely upon receipt; within the warehouses and grounds thereof; entered into the inventory software accurately.

- Have the ability to learn and operate NEK Broadband's Inventory Software.

(2) **Forklift Operator**

- Have the ability to learn to safely operate a Forklift indoors and outdoors at times handling items that exceed 5000 pounds on/off shelving, tractor trailers, and utility trucks using a forklift.

(3) **Operational Support**

- Be flexible within the workday to sometimes conduct tasks such as, but not limited to: grounds keeping, snow removal, office and warehouse cleaning.

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Required skills and abilities

- Organizational skills
- Ability to read and analyze Information
- Adept at handling multiple complex tasks simultaneously
- Proficiency with prioritizing and meeting multiple deadlines
- Excellent time management
- Process improvement mindset
- Knowledge of inventory control
- Ability to lift 50 lbs

Preferred skills and abilities (not required)

- Computer-savvy with a working knowledge of logistics and inventory software
- Experience on forklift and other material handling equipment

LOCATION, HOURS, AND COMPENSATION

Working Environment and Benefits

- NEK Broadband has warehouses in St. Johnsbury, Danville and Brighton. There may be times when the Warehouse Team, or individuals from the team will shift workloads between warehouses. The primary location is in Danville, but is subject to change as the construction progress shifts, and utilization between warehouses shifts. Hours are limited to 40 hours per week but may increase if the demand calls for it.
- The position is full-time.
- Benefits are competitive, including 100% Gold or Silver Vermont Select health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match.
- Salary is dependent on experience. Hourly rate is $18-20 per hour.

TO APPLY

Send a resume and cover letter to careers@nekcv.org