



SEFNCO Communications is currently recruiting for a Warehouse Clerk to support our facility in Livermore, CA!

Operating from multiple locations, SEFNCO Communications has the ability to provide single source engineering, construction, and management solutions that meet the growing needs of phone, broadband, cable and cellular companies throughout the Western United States. Our expertise has positioned us to support local, State, and Federal agencies, including military installations. It is the same fundamentals that founded the company that drive the company today. SEFNCO Communications is committed to providing the highest level of quality service to our customers and the communities we live in.

Job Purpose

The role of Warehouse Clerk is to support Field Services with daily material needs and provide inventory management of Comcast material utilizing the CIFA structure. This role maintains inventory levels and conducts cycle counts for the company and customer as directed.

Primary Duties:

- Utilize the CIFA management system for Comcast
- Order fulfillment of materials and equipment to support Field Services staff
- Pull products for delivery to locations
- Cycle counts of products and equipment and relay to Purchasing
- Support returns process for damaged or returnable products and materials
- Lift truck operations to load/unload materials and equipment
- Pick up and deliver products from suppliers and vendors
- Keep facility clean and organized
- Ensure products are stored in safe manner
- Annual inventory as directed by Purchasing and Accounting for inventory values

Secondary Duties:

- Keep lift truck operational and report issues to mechanics
- Keep vehicles clean and in good order
- Help Operations to keep the facility compliant related to safety and L&I regulations as directed
- Data entry of inventory and materials
- Reporting as directed

Skills/Qualifications:

- Valid US Driver's license
- Lift and carry up to 70 lbs
- Ability to work independently
- Highly organized person and can show planning and processes to support daily work

- Proficient with Microsoft Office Suite: Word, Excel, Outlook , Etc
- Fork Lift Certification Card
- Understanding of L&I and Safety regulations regarding warehouse and facilities practices
- Strong organizational skills
- Ability to manage multiple projects
- Ability to interact with multiple departments and resources to complete projects
- Understanding of Inventory Control practices such as:
 - FIFO
 - Min/Max
 - JIT

Benefits:

- Competitive wage
- Medical
- Prescription
- Vision
- Dental
- 401(k)
- Paid Time Off (PTO)
- Holidays
- Life Insurance/AD&D

To apply, please send your resume to careers@sefnco.com RE: Warehouse Clerk_Livermore

Pre-employment drug screen and criminal background check required.

SEFNCO participates in E-Verify and E-Screen.