



Consolidated Business Services (CBS) has an opening for a full time **Purchasing & Inventory Control**.

CBS provides efficient and economical outsourced partnerships for telecommunications operations, to create a shared resource model that is more cost effective.

**The primary purpose of the Purchasing & Inventory Control is:** Responsible for purchasing inventory within guidelines established by requesting managers for the overall efficient operation and inventory control of the warehouse.

**Essential Duties:**

- Secures and maintains the warehouse for the purpose of ensuring supplies and equipment are organized for determining ordering needs and accurate accounting. Communicates with department managers to determine their needs.
- Stocks and maintains plant and warehouse inventory. Organizes the warehouse for efficient distribution of supplies. Distributes and tracks inventory. Conveys materials and items from receiving areas to storage or to other designated areas.
- Manages and maintains inventory disbursement logs in cooperation with Finance.
- Responsible for receiving new inventory items (modems, STB's, ONT's, CPE, etc.) and assigning in NISC, adding to server, and/or completing any preliminary check-in procedures according to documented procedures.
- Responsible for processing all returned inventory items according to documented procedures.
- Performs basic testing on CPE returns (modems, routers, STB's) and rekit/restock, recycle, or RMA.
- Responsible for accurately accounting for all equipment/inventory assigned to technicians. Includes checking in/out equipment and obtaining paperwork to assign equipment.
- Maintains internal control of all material in stock, checks incoming orders, and returns defective materials. Keeps records of inventory items that have been received, charged out or transferred. Maintains labeling and pricing information on all materials.
- Performs the purchasing function for the company for the purpose of ensuring the right equipment at the right price is obtained in a timely manner. Contacts wholesale distributors and/or vendors for price quotes or RMA requirements. Purchases inventory within guidelines established by requesting managers. Processes purchase orders, checks prices, and researches items as requested.
- Compares items received to purchase orders and determines the quantities received against the original purchase order. Transfers information on materials received or shipped out to Accounting department.
- Requests bids from suppliers for other than standard materials or supplies and works with Accounting to review bids and purchase orders.
- Completes inventory counts for the purpose of ensuring accurate and sufficient quantities of equipment and supplies are on hand to get the job done in a timely, efficient, and economical manner. Inventory may include counting inventory in the warehouse using computer and inventory software, completing the appropriate paperwork, filing paperwork, reconciling paperwork, etc. Sets minimum/maximum stock levels based on run rate and order intervals.
- Operates forklift and is required to keep forklift certification current.
- Partner with a variety of telecommunication companies to deliver and implements procedures with consistent applications that are shared throughout the partner companies.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.



**Job Requirements:**

- At least 5 years previous warehouse experience required or related experience
- Maintain punctual, regular and predictable attendance
- Able to lift at least 50lbs and work from ladders at various heights
- Proficient with Microsoft Office programs
- Work collaboratively in a team environment
- Operates forklift and is required to keep forklift certification current
- Previous experience with NISC software preferred but not required
- High school diploma or equivalent preferred
- Must possess a valid driver's license with a good driving record

We are a drug free company and offer a generous benefits package. Applicants must possess and maintain a valid Oregon driver's license and a clean driving record.

The CBS team is committed to; Collaboration- We will foster a genuine and respectful workplace where everyone feels valued and acknowledge. Balance – We will grow together through strong relationships with each other and our partners. Service- We will encourage an environment of innovative thinking and create efficiencies to deliver outstanding service to our partners. If you are a qualified candidate, share our values and would like to join the CBS team please submit your resume by email to [jobs@cbsoregon.com](mailto:jobs@cbsoregon.com) or fax 503-263-9399. For more information about us, please visit <http://cbsoregon.com/>