



Enabling Excellence in Communication and Technology

Warehouse / Facilities Coordinator

Hours: Part-Time 11:30am – 3:00pm CST

Location: Appleton, WI

EDCi provides infrastructure and contact center technology services and solutions to clients throughout the United States. Through our partnership and certifications with leading technology providers, our customers receive the highest quality of product and service the industry has to offer.

EDCi is looking for a self-led, organized person that will receive incoming electronic equipment, ship outgoing boxes, and keep abreast of inventory that has been allocated to specific customer jobs. As a Warehouse/Facilities Coordinator, you will serve as the primary point of contact for project managers and installers, ensuring the comprehensive preparation and organization of all elements outlined in a specific work order. Your responsibilities extend to overseeing the maintenance of the building, grounds, and company vehicles with a focus on coordinator non-emergency maintenance when required. Additionally, you will be responsible for monitoring and replenishing office supplies as necessary.

At EDCi, we are more than just technologists. We are a team passionate about the work we do and a family dedicated to building on our strengths and improving our challenges both individually and collectively. Associates of EDCi have the opportunity to engage in dynamic projects, leveraging the latest technologies. Our partnerships provide a unique opportunity for associates to continue to develop their professional skills. EDCi is an organization that takes pride in recognizing balance and the importance of family. If you're an experienced engineer with a love of software development, we want to talk to you!

When you join the EDCi team, you'll receive many perks, such as:

- Paid holidays, vacation and sick time
- Cell phone reimbursement
- Casual dress
- Funded training and certifications
- Health, dental & vision insurance
- 401K match

And much more!

WAREHOUSE RESPONSIBILITIES & DUTIES:

- As a member of the Accounting Team, you will be using proprietary software to receive items related to specific customer purchase orders.
- Precision and meticulous attention to detail is essential



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- Maintain organization, ensuring that jobs are distinctly separated by customer and specific project. This is crucial to the job as multiple projects for the same customer will be handled simultaneously
- Maintain the orderly arrangement of job items, whether stored on shelves or pallets, to eliminate any potential confusion regarding the assignment of equipment to specific jobs
- Work closely with purchasing and the accounting team as well as project managers and installers
- Become familiar with UPS WorldShip software, FedEx Shipping and various LTL freight carriers
- Learn to create a Bill of Lading, how to measure and categorize shipments, and how to receive shipping quotes
- On occasion, make a local or in-state customer delivery with the company cargo van

FACILITIES RESPONSIBILITIES & DUTIES:

- Keep fork truck fully charged and top off battery cells with distilled water monthly
- Inspect fire extinguishers and test emergency exit signs monthly
- Keep fridge stocked with soda/water; purchase as needed
- Keep kitchen related items stocked, such as coffee, cups, paper products, etc.
- Keep bathroom items stocked with paper products
- Order office supplies as needed from Complete Office Solutions
- Minor maintenance such as replacing lightbulbs and/or replacing HVAC filters
- Collect trash and recycling materials
- Collect mail from street mailbox daily
- Building security, ensure doors are locked and alarm system is set if you are the last to leave
- Maintain HIPAA compliance by documenting all facility repairs and maintenance that relate to security

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Licensed to operate an electric fork truck or the ability to be trained by a certified instructor
- The physical ability to lift up to 80 lbs.
- State of WI motor vehicle operator's license (non-cdl)
- Very basic handyman/mechanical skills
- Basic computer skills using Windows O/S, spreadsheet work (Excel) also helpful
- Shipping/receiving experience
- Familiar with smart phones; enough to email, text and use GPS. Also, Microsoft Teams while in the office to communicate with employees