



Job Title:	Shipping-Receiving / Shop Technician Assistant	Travel:	Minimal
Department:	Service Department	Employee Classification:	Exempt Salary
Manager:	Integrator Manager		
Location:	CEI Facility		

Job Description

ROLE AND RESPONSIBILITIES

The responsibility of this role will include, but may not be limited to the following:

- Shipping and receiving of all parts and material in and out of the facility using the inventory and tracking application to support:
 - Receiving purchase orders from vendors, logging them into CEI inventory
 - Receiving of returned material back to CEI and logging into CEI inventory
 - Creating work orders from a sales order in the CEI inventory system
 - Packing products for physical shipping and creating all related documentation
 - Preparing all shipping paperwork for domestic and international shipping
 - Transportation of packages to local courier; occasional local supply pick-ups when needed
- Inventory
 - Serializing parts and logging parts into CEI inventory
- Assembly & Testing Assistant:
 - Ability to follow written and verbal assembly instructions for all shop-assembled products
 - Ability to load any pertinent software and shop test all products where possible
 - Comfortable and confident with hand tools and power tools used for product assembly
 - Comfortable handling small wires and the ability to distinguish between different wire colors
- Comfortable at using Microsoft Office skills including Excel, Word, and Outlook; Basic mathematics
- Keep the Service/Integrator Managers, management, and all others informed of all pertinent activities
- General Shop Organization/Tidiness – tools and parts are stowed in the correct locations, minor facilities maintenance (trash, recycling, lights, snow removal)
- Basic electrical/wiring knowledge would be a big plus
- A pleasant personality is necessary as you spend a lot of time with your coworkers
- Solid verbal and written skills
- Have strong interpersonal and communication skills, be self-motivated and self-directed, plus have the ability to work closely with senior management and corporation officers
- All employees with disabilities should be able to perform the essential job descriptions with or without reasonable accommodation

QUALIFICATIONS (IF REQUIRED)

- Internal – qualification initiated from CEI – experience at other position(s), training, etc.
- External – degrees, certifications, and experience –
- Physical Requirements - Able to occasionally lift up to 70-pound packages