



NEK Broadband

JOB DESCRIPTION:

Warehouse Material Handler (FULL-TIME)

ABOUT NEK Broadband is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to every address with electric utility service in the rural and underserved communities of the Northeast Kingdom and Wolcott. Founded in 2020, we began network construction in 2021. In 2022, many of the foundational pieces for construction were put in place in preparation for a full construction year in 2023. The NEK Broadband district is the largest in the state with 51 different member municipalities. Each member of the district supplies a board member and one or more alternates. Our project is large (between 2,400 and 2,800 miles) and complicated. Our funding sources are largely grant-funded as we build the network. To date, NEK Broadband has over \$72 million in allocated grant funds primarily for construction, but also to cover the administrative and operational tasks necessary to get the organization up and running. NEK Broadband has three major partners: (1) Waitsfield Champlain Valley Telecom (WCVT) is our network operator and retail service provider; (2) National Rural Telecommunications Cooperative (NRTC) is our design firm and construction manager; (3) Mission Broadband (MBI) supports the organization operationally and is responsible for most make ready with the electric and communication utility pole owners.

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 four primary areas of responsibility for the Warehouse Material Handler:

(1) Daily Inventory; (2) Forklift operator; (3) Propane tank refill; (4) Operational Support.

(1) Daily Inventory

- Conduct physical checks of inventory ensuring inventory tracker matches what is present.
- 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, operate, and print labels from the NEK Broadband 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) Propane tank refill

- Learn and operate propane tank refill stations, for refill operations of propane tanks to be used for Forklifts or other LPG tanks.

(4) 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.

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 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 \$20-24 per hour.

TO APPLY

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