

JOB DESCRIPTION

Job Title: Warehouse and Assembly Specialist **Date:** Feb. 8, 2022
Department: Operations
Reports to: Warehouse Manager
FLSA Code: Non-Exempt / Hourly
Location: Corporate Office, Alpharetta, GA

Job/Position Summary:

The Warehouse and Assembly Specialist is a warehouse generalist who, with detailed training by our warehousing staff, performs any of the following activities depending on the need at the moment: receiving, inventory controls, shipping, and lite assembly production. Assembly production includes unboxing phones or other mobile devices, loading software, asset tagging, quality control, repacking, or any other element of assembly. Other duties may also be assigned. You will be part of a team and learn to perform many elements of warehousing and assembly to assist where needed.

Detailed training will be provided. You will be trained on one element of the role at first, gain a level of expertise by performing that element, and then be trained on other elements. Over time, you will understand and be able to perform many functions of warehousing and assembly.

This role includes opportunity for advancement for the right candidate.

Self-motivation is required with a high level of attention to detail.

MobilityCG provides an attractive rate of pay, benefits, opportunity for advancement, and teamwork within the warehouse / assembly area and across other groups.

Principle Responsibilities:

- Shipping and Receiving. Scanning and accounting for incoming and outgoing products, updating our computer system, label outgoing products, and related items
- Managing inventory by conducting inventory cycle counts
- Lite production assembly. This includes unboxing phones or other devices, loading software, device set-up, applying screen protectors and/or cases, asset tagging, quality control, labeling, packing, or any other element of assembly
- Meet service level and quality expectations
- Other responsibilities as assigned

Qualifications:

- 1+ years of experience in warehousing or assembly production work as an employee of the company where the work was performed
- Desire and ability to learn and perform a variety of functions within the warehouse and assembly production area. Detailed training will be provided
- Ability to follow procedures

- Customer focused, with attention to detail to deliver a high-quality output
- Good written and verbal communication skills
- Ability to work well in a dynamic, fast paced environment
- Self-motivated, and able to work independently with minimal supervision

About MobilityCG:

- Mobility Consulting Group (MCG) is a strategic sourcing VAR that helps the world's leading companies and government agencies to deliver mobile solutions. We make it easy for customers to acquire, provision, secure & manage all their mobile devices; smartphones, tablets, laptops, and connected devices, purpose-built or consumer-grade. Located in Alpharetta, Georgia, MCG's fast growth each year is the result of our outstanding people, business partners, and customers. To learn more, check out our video at <https://vimeo.com/457452266>