



Beaver Creek Cooperative Telephone Company, located in Oregon City, is seeking a **Warehouse and Fleet Technician** full-time in the Plant. The hours for this position will be Monday through Friday 8:00am to 5:00pm.

Beaver Creek Cooperative Telephone Company has been providing local residents with the technology needed to stay in touch with family, friends, and the ever changing outside world since 1904. Being a member-owned Cooperative, we are able to focus on providing our customers with the best personalized service, as well as advanced communication products to residents and businesses located in Beaver Creek, Oregon City, and nearby surrounding areas.

The **Warehouse and Fleet Technician** works in four key areas:

1. Warehouse - Covers warehouse office, assists co-workers and vendors, documents daily supply movement, operates forklift, receives and inspects deliveries, loads and unloads, ships, organizes and cleans yard, shelves, floors, and processes recycling.
2. Purchasing - Interfaces with co-workers, vendors and shippers, conducts part research, solicits bids and quotes, prepares purchase orders, monitors order status, troubleshoots order issues, delivers items to departments and co-workers and codes paperwork.
3. Inventory - Stocks, organizes and monitors supplies, assists with semi-annual inventory counts, researches inventory discrepancies and missing information for co-workers, performs product assembly (pull boxes, etc.), and maintains files.
4. Fleet equipment - Tracks fleet vehicle maintenance needs, sets appointments and coordinates monthly services, such as oil changes, with co-workers and vendors, picks up and delivers vehicles to DMV and DEQ when required, performs hands on miscellaneous services, and maintains files.

Additional Duties:

- Occasional assistance with maintenance of buildings, grounds and house services.
- Tracks equipment maintenance needs and annual services.

Job Requirements:

- The ideal candidate will have a minimum of 2-5 year warehouse experience
- Forklift certification
- Able to work under little supervision
- Ability to multi task
- Maintain punctual, regular and predictable attendance.
- Work collaboratively in a team environment with a spirit of cooperation.

We are a drug free company and offer a generous benefits package. If you are a qualified candidate and would like to join the BCT team, please submit your resume by email to Human Resources at Sdale@bctelco.com fax 503-263-9399.