



Now hiring for the following full-time position:

Inventory Coordinator

Seeking organized, energetic problem solver with great communication skills!!

Maintains inventory of retail operations. Works with Marketing to forecast purchases and market to customers. Researches new products as well as negotiates with vendors the best terms and pricing. Operates through software the tracking of inventory in accordance with billing and accounting records including but not limited to purchases, returns to vendor, distributions to retail outlets, sales, returns by customers, warranty/repairs issues, and/or transfers between warehouses. Conducts cycle counts and makes adjustments in inventory with stores and warehouses on a quarterly basis. Must have knowledge of generally accepted accounting principles in relation to inventory (cost of goods sold, general ledger accounts, debit, credits). Must be proficient on the computer with spreadsheets and csv files.

Bachelor's Degree in Business and two years experience in Inventory preferred.

Equal Opportunity Employer

***United offers a competitive starting wage,
excellent benefit package, paid vacation and paid holidays.***

***Interested applicants should submit an application, cover letter, and resume
by July 11, 2018 to:***

United Telephone Association, Inc.
Elizabeth Neuschafer, HR Manager
1107 McArtor Rd • PO Box 117
Dodge City, KS 67801

elizabethn@unitedtelcom.net • 620-227-8641

Application may be found on the following websites:

<http://unitedwireless.com/jobs>

<http://www.unitedtelcom.net>