



Jenne, Inc.
33665 Chester Rd. Avon, Ohio 44011

Part time Provisioning/Staging in Warehouse with Tech Support
Hours: after school hours until close 12:30-5:30 but flexible
Monday - Friday

Apply online at www.jenne.com or call Suzanne Krause, HR Manager at 440-580-2860
Jenne, Inc. is an Equal Opportunity Employer

Are you ready to join one of the nation's leaders in logistics? Our award-winning, family-owned company is looking for people who enjoy a friendly, clean, and fast-paced work environment. We take pride in our accuracy and excellence in customer service...

Job Summary

Get your foot in the door with Jenne, Inc. This job is great for an entry level job seeker that wants to move ahead. We have an immediate entry level opening in Avon, with an opportunity to learn how to stage and program various electronic and telecommunication devices. We are looking for someone who has good attendance, follows direction, works hard, takes initiative and shows promise.

Duties/Responsibilities

- Perform staging activities on electronic equipment.
- Perform staging activities on SIP phones (internet protocol phones)
- Partner with other team members to ensure proper provisioning activities.
- Strong ability to prioritize and multi-task at the same time.
- Work with a staging manager and peer to complete staging activities.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Skills/Abilities:

- The ability to handle multiple activities concurrently.
- Good written and oral communication skills
- Comfortable speaking to technical and non-technical individuals
- The ability to be a team player in an extremely fast-paced environment.

- The ability to work effectively and efficiently with an emphasis on closely following directions.
- Basic computer skills i.e., copy, paste, save file etc.
- Conduct duties and responsibilities in a moral, honest and ethical manner
- Ability to be flexible regarding hours as work demands change.

Education and Experience:

- High school graduate or GED or high school senior
- 6+ months experience actively using and learning electronics.

Travel:

- Ability to travel up to 0 percent of the time.

Physical Requirements: (In compliance with ADA)

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Ability to sit at a computer terminal for long periods of time.
- Ability to be physically in attendance at workstation at designated company office location.
- Ability to lift 20 pounds

