



Position Description – Inventory & Logistics Coordinator December 2024

I. Overview:

Mediatti Broadband Communications, Inc. (“MBC” or the “Company”) is the on-base High-Speed Internet and HD Digital Cable TV provider to U.S. military members and their families on Okinawa, Japan. MBC provides residential and non-residential HD cable TV and Internet services using wired and wireless DOCSIS cable modems, VDSL and fiber to the premise technologies. The MBC mission is to improve the quality of life for its customers by connecting them to family, friends, information, and entertainment through High-Speed Internet and HD Digital Cable TV with excellent customer service. The MBC vision is to always be the preferred service provider for Internet and cable TV by building and sustaining the most reliable network, creating loyal customer relationships, and delivering on every promise made.

II. Description:

The Inventory & Logistics Coordinator (“Logistics Coordinator”) is responsible for oversight of all purchasing, shipping, receiving, storage, issuance and disposal of all inventory (including customer premise equipment), office and operating supplies and fixed assets used by the Company. The Logistics Coordinator assists all MBC personnel to have the assets and materials available to provide support to business operations while ensuring proper physical and fiscal controls are in place.

III. Responsibilities:

1. Accurately maintain the MBC Inventory which consists of technical equipment and supplies (including customer premise equipment) used for the construction, installation, operation and maintenance of the MBC Network.
2. Implement and maintain a fixed asset inventory tracking system to identify and account for all MBC assets.
3. Identify Inventory items that are approaching low stock to proactively prepare purchase orders and coordinate shipping, custom clearance, delivery, receiving and storage in accordance with Company policies.
4. Coordinate with Management on planned capital projects to ensure that the necessary materials are on-hand.
5. Issue materials, in accordance with Company policies, to authorized Company personnel and approved contractors.
6. Coordinate with 18 CONS USAF for custom clearance documentation.

7. Manage the monthly inventory control software system to accurately report to the Company the inventory on hand reflecting any items received and items distributed. Items distributed must be properly assigned to capital projects and operating or fixed asset general ledger accounts. At all times, the inventory control software must materially reflect the items on-hand and available for use.
8. Conduct semi-annual physical inventory counts of all Inventory items. Report to Management on all findings.
9. Recovery, cleaning, testing and repackaging of Company owned customer premise equipment in accordance with Company procedures to ensure that CPE on hand available through inventory is functioning properly and ready for distribution to MBC customers.
10. Transportation of CPE and other materials to / from Company warehouses to / from various office locations.
11. Dispose of unserviceable equipment as directed by Management including proper documentation and disposal in accordance with any applicable environmental guidelines.
12. Coordinate all shipping and receiving of all MBC items including assistance with mail collection through the post office.
13. Management of all Company fleet vehicles including preventive maintenance, reactive repairs, registrations, inspections and insurance. Duties also include annual certification and on-going compliance with the fuel purchasing system.
14. Maintain the condition of all MBC facilities including, but not limited to the all offices, warehouse building(s), containers and lay-down yard(s) in an orderly, safe and professional manner, including the oversight of vendors providing lawn care, pest control and waste disposal. All facilities must reflect MBC in the best possible manner to all persons (internally and externally).
15. Serve as a secondary point of contact, assisting the Company designated Facilities Manager for all MBC facilities.
16. Secure the MBC facilities in preparation for any increment weather, including but not limited to Typhoons.
17. Assist the Accounting Coordinator in purchasing, stocking and maintaining all office supplies, cleaning supplies, food, drinks and consumable items used by the Company. This includes weekly (or more frequent) stocking of all kitchen / break areas and restrooms with necessary supplies.
18. Coordination of customer collateral inventory with the Marketing Coordinator and VP of Customer Care for all MBC customer care locations.
19. Assist in the planning and execution of employee morale events including staff meetings, luncheons, recognition events, annual employee/family BBQ and the annual holiday party.
20. Perform all duties executing the Company's mission and vision statements in a manner consistent with MBC policies, procedures, quality, safety standards, customer needs as well as applicable franchise and regulatory requirements.
21. Perform those other duties as may be reasonably assigned or directed by Management

IV. Qualifications and Requirements:

1. Excellent English language written, verbal, and interpersonal communication skills. Japanese language skills are a benefit but not required.
2. Ability to use arithmetic skills to solve problems
3. Accuracy and attention to detail required
4. Ability to work hours outside of normally scheduled shift with little or no advance notice required
5. Ability to read and interpret English language documents such as safety rules, operating, maintenance, procedural and technical manuals
6. Ability to apply common sense understanding to carry out English based instructions furnished in written, oral, or diagram form
7. Ability to resolve problems involving several concrete variables in standardized situations
8. Ability to possess a valid SOFA or Japanese driver's license with a clean driving record to operate Company owned Y plated vehicles
9. Ability to climb, crawl and work in limited access locations like crawl spaces, ducts, attics or at heights on utility poles, towers, ladders or roofs.
10. Ability to work in extreme heat and cold temperatures in enclosed spaces and outdoors in varying elements.
11. Ability to adhere to industry-based safety standards for all work sites in all weather conditions.
12. Ability to complete tasks with little or no direct supervision working largely alone under tight deadlines
13. Ability to safely operate a forklift. Obtaining forklift certification is required.
14. Ability to lift and carry up to 100 pounds
15. Hand and finger dexterity to use power tools as well as operate computer and general office equipment.

V. Additional Notes:

Mediatti Broadband Communications reaffirms its commitment to providing equal opportunities for employment and advancement to qualified employees and applicants. Individuals will be considered for positions for which they meet the minimum qualifications and are able to perform without regard to race, color, gender, age, religion, disability, national origin, veteran status, sexual orientation, gender identity, current unemployment status, or any other basis protected by federal, state or local laws.