



**TITLE:** Warehouse Associate  
**REPORTS TO:** Warehouse Supervisor  
**DEPARTMENT:** Warehouse  
**LOCATION:** Huntsville, FL  
**OPEN:** September 7, 2006  
**CLOSED:** September 17, 2006

**GENERAL RESPONSIBILITIES:**

Under the direction of supervisor, performs those duties relating to the storage and retrieval of system supplies and equipment.

**SPECIFIC RESPONSIBILITIES:**

- Maintains all inventory in a secure and orderly manner with appropriate controls as outlined in the Company's inventory control guidelines.
- Distributes supplies and equipment from storage, upon authorized request, and returns them to proper place after use.
- Performs shipping and receiving function, including lifting and carrying loads of up to 70lbs.
- Maintains inventory reports.
- Timely re-ordering of inventory and necessities.

**PREFERRED EXPERIENCE/SKILLS:**

- High school diploma or GED.
- Ability to develop and implement a simple record-keeping procedure.
- Ability to communicate clearly and tactfully, yet convincingly, with other employees.
- Knowledge of all functions and related tasks in each area of the warehouse.
- Ability to lift and carry loads up to 70lbs.

**APPLICATION INSTRUCTIONS:**

To apply for this position, please submit your resume via any of the methods listed below:

Via Mail: Mediacom, Attention: Human Resources  
1613 Nantahala Beach Road, Gulf Breeze, FL 32563

Via e-mail: [sroush@mediacomcc.com](mailto:sroush@mediacomcc.com)

Via fax: (850) 916-7785

Website: [www.mediacomcc.com](http://www.mediacomcc.com)

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