

Fire Alarm Inspector/Inventory Clerk

Position Summary: Entry level position responsible for overseeing inventory and conducting Fire Inspections.

This position requires Inventory Experience. DO NOT apply without experience.

Duties:

- Conduct Fire Alarm Inspections at commercial locations
- Create and maintain positive contact with customers
- Give a detailed explanation to the customer of the work performed
- Order and pickup/drop off products from outside vendors
- Contact outside vendors and/or manufacturers for products
- Oversee and manage inventory in warehouse
- Other responsibilities and duties may be included at a future date

Requirements:

- A healthy dose of "common sense"
- Must have a minimum of **1 year** experience/ knowledge of managing inventory
- Must have your own tools
- Must have a valid CA drivers license, a clean driving record, and pass a drug screen and a criminal background
- Must have or be able to receive an ACE card from the state
- Basic computer proficiency required
- Alarm industry experience wanted, but not required
- Must be a self starter and work with minimal supervision
- Must have excellent verbal and written communication skills
- Must be punctual, proficient, polite, truthful, and willing to accept new daily challenges
- Must have a positive attitude when interacting with customers and co-workers

Benefits including, but not limited to:

- Company Vehicle
- Medical & Dental Insurance
- 401K