

Facilities/Inventory Support Technician (Full or Part Time)

This position is temporary with a possible opportunity to become permanent.

Position Responsibilities:

- Inventory and stock management and equipment distribution
- Inventory database entry
- Purchasing and procurement support
- Shipping, receiving, and logistics support
- Coordinate with landlord on facilities management/upkeep, ensuring complaints regarding facilities issues are addressed
- Coordinate planning for office renovations and oversee and manage progress through to completion, working with vendors, landlord, construction crews, etc.
- HVAC issue tracking
- Low level office facilities maintenance and support
- General office/lab/facility upkeep and organization and restocking of supplies
- Office furniture and equipment upkeep and assembly/distribution
- Test equipment support and tracking (usage, repairs, calibration, etc.)
- Diagnostics and repair of cellular phones
- Testing and vetting of cellular phones
- Production assembly and quality assurance for phone-based products

Skills and Knowledge/Qualifications:

To be considered for this position, you must minimally meet the knowledge, skills, and abilities listed below:

- Positive attitude, like working with and helping others, strong interpersonal skills
- Thrive in a small company, fast pace, dynamic environment
- Strong written and verbal communication skills
- Keen interest in electronics and communications
- Good mechanical aptitude, comfortable working with your hands
- Prior experience assembling/building office furniture, tables, etc.
- Experience working with and supporting computers and/or office equipment
- Ability to multi-task and comfortable performing a wide variety of tasks
- Strong computer skills: Windows 7 or Windows 10 OS; Microsoft Office; Ability to work with various applications, web interfaces/portals and require little assistance
- Problem-solving and trouble-shooting skills
- Ability to work independently
- Excellent organizational skills
- Attention to detail

Minimum Education and Experience:

- Trade school certificate/Associates degree in Supply Chain Management, computers, networking, or electronics
- 0-2 years of experience or an equivalent combination of education and experience.

Additional Desired Skills:

- Experience taking apart, reassembling, repairing, rooting cell phones/other electronics a plus



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Suite 202
New Providence, NJ 07974
www.g3ti.net

Send resumes to: nj.recruiting@g3ti.net

About G3 Technologies, Inc.

G3 Technologies, Inc. is a dynamic company providing state-of-the-art wireless technology solutions, specializing in software development, cellular technology, wireless protocols, signal processing and systems integration. We are a nimble, non-bureaucratic company characterized by technological innovation, extraordinary effort, and dedication to our customers, employees, and suppliers.

The atmosphere is fast-paced and agile, shifting rapidly to meet the pressing needs of our customers. Team mentality, excellent work ethic, initiative, innovation, and an entrepreneurial spirit are key factors to your success here.

G3 Technologies Inc. offers generous benefits, including:

- Generous and Flexible Vacation/Paid Time Off plan
- Company-paid Medical and Prescription benefits
- Company-paid Dental benefits
- Company-paid Vision benefits
- Flexible Spending health account (FSA)
- Tuition Assistance
- 401k matching
- Life Insurance
- Long-term Disability
- Gym Membership
- Employee Assistance Program (EAP)
- Additional voluntary benefits are available

We have several exciting new opportunities available at our suburban New Providence, NJ location.

We are located in New Providence, NJ (30 miles west of NYC), and within walking distance of NJ Transit's Murray Hill Train Station.

If you are interested, send your resume to nj.recruiting@g3ti.net