



DIGI
SECURITY SYSTEMS

Inventory Specialist

Inventory

Job Description & Responsibilities

Digi Security Systems is seeking an Inventory, Purchasing & Kitting Specialist to manage our inventory, equipment, and materials at our Moore branch.

Our Inventory Specialist will receive, organize, and kit equipment for jobs, as well as maintain the inventory count, along with various other administrative duties. This person should have at least 1-3 years of experience in inventory management or organization, and s/he must have exceptional communication, administrative, and organizational skills.

Core Functions of Inventory, Purchasing & Kitting Specialist

The Core Functions of the Inventory Specialist role align directly with many of the values we seek in our employees. For more explanation of those values, please see below. We require that all candidates demonstrate their adherence to these values and possession of these character traits.

- Assists Admin staff in organizing warehouse and all inventory tracking.
- Orders parts as needed, tracks their receipt, and ensures all are accounted for in inventory.
- Maintains inventory organization and systems.
- Coordinates, tracks, and ships project and service RMA equipment.
- Ensures Box Sales are properly tracked, delivered, and sent to Accounting.
- Determines status of monthly inventory.
- Stocks appropriate shelves with parts necessary for jobs.
- Verifies supplies and equipment for projects in advance of project installation date.
- Works with Project Manager to ensure all project materials are kitted and ready for technicians by installation date.
- Kits all materials from list for each project.
- Works with Project Manager to manage and allocate project software licenses.
- Works with Project Manager to manage, track, inspect, and coordinate technicians' equipment.
- Delivers parts on an on-needed basis to Project sites.
- Manages vendor relationships to ensure best pricing.
- This person must be able to stand and walk most of the day and lift up to 30 lbs without strain.

We're looking for applicants with a solid tenure at their previous jobs, excellent references, experience that matches the level of coordination and communication we need from our Inventory Specialist, and great character. Visit our website at www.digiss.com to learn more about our company and our culture.

Once we review your resume, we will determine whether you are a candidate for this role. Once you submit that application and you are again deemed a strong candidate, we'll schedule an interview. You may be asked to attend up to 2 interviews. Our goal is to find someone with the right experience and, even more importantly, the right cultural fit.

Apply Online

digiss.com/jobs

Questions? Contact us at hiring@digiss.com

Our Process

Complete your application.

You'll need to upload a resume and a document with three professional references. Our application also includes your work history as well as some questions that help us get to know you as a person.

Stage 1 | If your application aligns to what we're looking for, you'll hear back from someone from our team to schedule an interview.

Stage 2 | If you're moved along to stage 2 of our hiring process, we'll schedule a second interview with you. Often these interviews will include scenarios for you to respond to.

We review our top candidates as a team and send an offer to our most qualified candidate(s) for the job.

All candidates must pass a background check, a drug screening, and a motor vehicle report to be officially hired.

All full-time employees receive health, vision and dental benefits, 401K, and free life insurance. We provide our employees with all the gear and tools they need to do their job excellently.

OK LIC #245765 | TX LIC #B03018601

Inventory Specialist

CHARACTER TRAITS OF OUR IDEAL EMPLOYEE

No matter what position someone holds within our company, s/he must have a non-negotiable set of values and abilities. This allows a person to grow within the company and to help us maintain the kind of work environment and culture we strive for at Digi.

1. Self-motivated. This person does not need to be told what to do; he will determine what needs to be done by asking questions, researching, and having a clear understanding of what Digi's goals are.
2. Service-oriented. A Digi employee lives to serve. She doesn't ask what other people can do for her; she asks first how she can serve those on her team best. She strives to be extraordinary in all interactions with our clients.
3. Excellent. He does everything to as close to perfection as he possibly can. He cannot walk away from a project until he has poured his best effort into it. When he can't do the best job, he will ask for help.
4. Self-improving. A Digi employee is a constant, endless pursuit toward self-improvement. She reads books and articles about bettering herself personally and in the workplace; she seeks out training to learn new skills; she asks for feedback and takes no offense; she wants to be better and always believes she can be.
5. Accountable. A Digi employee has an intrinsic need to do what he says he will do, when he says he'll do it, and, if he can't, he will say so early. He takes personal responsibility for his work and the work of his team. He is someone everyone can count on to do what must be done without prodding.
6. Disciplined and intentional. Once given goals or responsibilities, a Digi employee creates the plans, establishes priorities, makes arrangements, and sets aside the time to achieve them. She has the wherewithal and foresight to do the work right the first time and the right way, ensuring she is on time, on budget and on task.
7. Has integrity. He does the right thing when no one is looking, no matter what. Everyone trusts him because he delivers what's promised, admits failures or mistakes, and makes amends. He has a strong will because he places a high value on himself, and for that, he makes and keeps commitments to himself and others.
8. Kind. A Digi employee is not just nice – polite and courteous – she is genuine and caring. She asks how you are doing because she really cares. When she has a problem, she goes to the person directly and works out differences in a respectful and professional manner. She is not snide or sarcastic; she does not scoff or humiliate; she respects every person.
9. Clear and direct. A Digi employee communicates clearly and effectively, practicing transparency by openly discussing what has been done, what is being done, and where mistakes have been made. He is thorough and complete in delivering information to the appropriate people.
10. Adaptable. She must be able to adapt to a changing environment, seeing new challenges as opportunities and doing great work under pressure. She is the kind of person who, when she sees things are inefficient or ineffective, works to make it better rather than maintain the status quo.



DIGI
SECURITY SYSTEMS

Proudly Native American-Owned

People are our Purpose

Questions? Contact us at
hire@digiss.com

We look for people who share our values

Humility | Our dedication to excellence means our people are dedicated to learning new skills and improving old ones. We have the humility to know when we need to ask for help.

Discipline | The work we do is demanding, so our people have the discipline to get the work done on time, on budget, and to the highest quality. We work hard – and we enjoy doing it.

Servant Heart | Our people have a heart for serving others, above anything else. Our genuine care for those we serve is what sets us apart. We seek out people who are kind, patient, and caring.

Accountability | At Digi, we hold ourselves accountable for our responsibilities, and we go above and beyond for each of our partners. Our people are dependable and responsible.

Integrity | We do the right thing, all the time, no matter what. The right thing to do is providing the highest quality service we possibly can to our partners. No matter what