

---

## *Corporate Inventory and Assets Manager*

Dive into the forefront of collaborative technology on a global scale. Pinnaca enables businesses of all sizes, all around the world, to communicate and collaborate in effective and imaginative visual environments. Leveraging video conferencing technology, immersive telepresence, boardroom, desktop and mobile solutions, Pinnaca enables today's workforce to connect without time or distance barriers. What's our competitive advantage? Pinnaca solutions are wrapped with 24-hour support 7 days per week, providing the ultimate go-to customer experience.

"We're a "Best Place to Work," a "Fastest Growing Company" and "Advanced Partner/Provider," - nominated by our employees, partners and people of our communities. Pinnaca values innovators and entrepreneurs alike who thrive in a fast-paced culture. Join a team of individuals who love what they do and are committed to growing a best-in-class visual communication business.

### **POSITION OVERVIEW**

The Corporate Inventory and Assets Manager is responsible for procurement of all equipment and services relating to customer orders, internal Pinnaca orders and OneCall services. The position will also include updating internal databases with order confirmations, logistical information and when material goods are received at our local facility and/or customer locations. Direct communication and collaboration with internal customers such as Sales reps, Project Management and Implementation team. The Corporate Inventory and Assets Manager will also manage the warehouse supplies, budgets, provisioning. This position has the responsibility and care of inventory, demo equipment, material sales and internal assets. This position is primary backup for front desk coverage, answering phones and supporting customer room rentals. The Corporate Inventory and Assets Manager receives

direction from the Senior Accountant and will partner with the Finance team to provide effective and efficient proactive communication and support to all internal and external customers.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Facilitate ordering for all equipment purchases related to customer orders, internal Pinnaca orders and OneCall Services.
- Coordinating receipt of equipment arrivals; shipping and tracking to either our facility or directly to customer locations.
- Maintain internal process management database (Autotask) with purchasing and logistical details.
- Actively supports internal customers including Sales reps, Project Managers, and Implementation team.
- Manage warehouse supply, budget and provisioning.
- Responsible for Inventory management including Demo Equipment requests, Asset Tags, and Material Sales.
- Primary back up for Strategic Sourcing and Office Coordinator front desk coverage; answering phones and supporting customer room rentals and greeting guests and visitors.
- Conducts duties in the Warehouse work environment, offsite to main office location.
- Other duties and projects as assigned.

## **SKILLS REQUIRED**

- Excellent customer issue resolution capabilities.
  - Strong general computer and MS Office skills.
  - Excellent communication skills, able to communicate effectively/professionally with internal/external stakeholders.
  - Detail oriented, organized, and able to work in a multi-faceted position.
- 

V1.1 Revised 1/2017

- 
- Intermediate computer skills including website navigation, and internet search functionality.
  - Intermediate-advanced knowledge of Microsoft based applications/software.
  - Able to work independently with minimal supervision.
  - Previous experience/knowledge of video conferencing equipment and/or audio video technical requirements preferred.
  - Moderate physical activity. Requires handling of average-weight objects up to fifty pounds or standing and/or walking for more than four (4) hours per day.

### **PERSONAL ATTRIBUTES**

- Exceptional customer rapport and relationship development capabilities.
- Professional demeanour, strong interpersonal skills.
- Strong customer-facing communication skills.
- Independently motivated, focused and driven to achieve desired performance.
- Team player, works collaboratively with peers achieving excellence together to deliver KPIs.
- Highly organized, proficient in coordination and multi-tasking.
- Ability to take personal initiative.
- Punctual.

### **EDUCATION AND EXPERIENCE REQUIRED**

- 3-5 years' related experience preferred.
- Associates or Bachelor's Degree is preferred.