

Warranty Warehouse Support Technician

OxyGo HQ Florida, LLC has immediate full-time first shift openings, Monday through Friday, for Warehouse Support Technicians at the Westlake, Ohio location.

About the role:

The Warehouse Support Technician position will be responsible for a variety of duties, including creating Warranty & Non-Warranty Repairs in our ERP system, verifying repair order charges closing out orders and then shipping out repaired units.

Essential Functions:

- Create repair cases in ERP system
- High volume data entry
- Verification and record keeping of repair job charges
- Ability to lift or move up to 25 lbs.
- Ship repaired units
- Carry out tasks assigned by Repair Manager

Skills and Abilities:

- Computer skills, ERP experience a plus
- Organizational skills
- Detail oriented
- Time management for a fast-paced environment
- Initiative
- Thoroughness
- Ability to Problem Solve
- Ability to communicate positively with team members

Education and Experience:

- High School diploma or equivalent
- 1-2 years of previous warehouse experience
- Ability to read and write English, follow verbal instructions, and use simple math
- A valid driver's license. good driving record and dependable transportation
- Licensed forklift truck operator, a plus
- Computer skills required
- Epicor and Hubspot experience a plus

What We Offer:

Medical; Dental; 401(k); Life Insurance; Long Term Disability; Paid Time Off; Paid Holidays

Please submit resume, salary requirements and availability to start

No calls to the office

Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable