



A&M TELECOM SHELTERS

— BUILT FOR THE LONG HAUL —

Runner – Inventory Management

A&M Telecom Shelters | Cedar Rapids, IA

Location: Cedar Rapids, IA

Reports To: Procurement Manager / HR Manager

Position Summary

The Runner – Inventory Management position is responsible for supporting warehouse operations, inventory control, material organization, and logistics coordination for telecom shelter refurbishment and construction projects. This role helps ensure materials, tools, equipment, and consumables are organized, tracked, and available to support production and project timelines.

Key Responsibilities

- Maintain accurate inventory levels of materials, parts, tools, and consumables
- Develop and manage inventory tracking systems and procedures
- Conduct regular inventory counts and audits
- Monitor stock levels and communicate reordering needs to management
- Organize warehouse and storage areas for efficiency and accountability
- Track material usage and identify waste reduction opportunities
- Assist with shipping, receiving, and inventory reconciliation
- Run errands to vendors, suppliers, and job sites as needed
- Assist with loading, unloading, and organizing incoming shipments
- Maintain cleanliness and organization of warehouse and work areas
- Assist with tool tracking and equipment accountability
- Follow company safety procedures and operational standards

Qualifications

- Strong organizational and time management skills
- Ability to work independently and within a team environment
- Basic computer skills and ability to learn inventory systems
- Experience in warehouse, inventory, construction, manufacturing, or logistics environments preferred

- Valid driver's license with acceptable driving record
- Ability to lift up to 50 pounds regularly
- Forklift or skid loader experience preferred but not required

Benefits

- Competitive hourly pay based on experience
- Overtime opportunities available
- Health insurance contribution available
- Dental & Vision coverage available
- Paid holidays and PTO
- Advancement opportunities within a growing company

Why Join A&M Telecom Shelters?

At A&M Telecom Shelters, we are built for the long haul. We are a growing company focused on teamwork, accountability, and operational excellence. This role offers opportunities for hands-on learning and long-term career growth.