



Two-Way Radio Programmer

Company History: GenComm is one of Wisconsin's largest two-way radio dealers with thousands of customers in Wisconsin and Illinois and is a family-owned business with five locations in Madison, Milwaukee, Eau Claire, Wisconsin Rapids, and McHenry, IL. GenComm is fully versed in the newest advances in technology, from digital two-way radios to 9-1-1 dispatch systems, in addition to sales and rentals, service and repair, installations, vehicle lighting and custom vinyl lettering/graphics/signs.

Job Description: The two-way radio programmer will program two-way radios and pagers with radio channels that are provided by the customer or archived in our data base. Software is provided for each model or series of radios needed to program. On the job training will be provided.

Report To: Service Manager

Location: Madison, WI

Duties:

- Programming of two-way radios and pagers, using a variety of programming software
- Verify orders are correct
- Assemble mobile and portable radios
- Build radio templates for radio systems
- Work with customers and sales resolving programming questions on orders
- Fill out required paperwork and submit paperwork for completed and partial orders as needed
- Notify supervisor if not able to meet target dates for equipment and or projects
- Answer phone calls from customers and other employees
- Attend training as necessary to stay current in the field
- Any other duties as assigned

Requirements:

- Prior experience in two-way radio programming is a plus. We will train the correct candidate
- Ability to pass a drug test and background check
- Must possess excellent communication and listening skills
- Must have excellent organizational and time management skills
- Must possess a strong attention to detail
- Must be proficient in Microsoft Office Suite



Desired Attributes:

- A team player
- Trustworthy
- Motivated
- Dependable
- Organized
- Respectful
- Willing to learn
- Professional
- Accountable for team and personal success

Benefits:

- Hourly wage is based on experience
- This position is available to the right candidate immediately or with appropriate notice to current employer
- Health, Dental, and Vision Insurance
- Life & Disability Insurance
- Comprehensive 401(k) with Company Match
- Paid leave and vacation
- Fun and friendly atmosphere
- Annual Employee Appreciation Party

Job Type: Full-time

How to Apply: Please send resume to careers@gencomm.com or call 608-271-4848 with questions.

“General Communications is an Equal Employment Opportunity/Affirmative Action Employer”



Our Mission and Values:



CORE VALUES

MISSION STATEMENT



GenComm keeps people safe by providing reliable communication solutions, supported by responsive customer service, dependable expertise and a commitment to integrity.