

POSITION DESCRIPTION

POSITION: Warehouse Technician
POSITION NUMBER: 0335
PAY GRADE: NE5
FLSA STATUS: Non-Exempt
DEPARTMENT: NTU Warehouse
REPORTS TO: Warehouse Supervisor

JOB PURPOSE:

Receives, stores, tags, and distributes material, tools, equipment and products within the warehouse, ensuring accuracy and timeliness.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Maintains vendor lists and shipping location lists; interviews vendors for product information.
- Unloads trucks, checks in merchandise, inspects merchandise, noting damage, matches purchase orders to shipment, stores merchandise and distributes orders.
- Sorts, counts, packages, labels, insures, unpacks inventory which is shipped or received.
- Reads department or customer orders, work orders, shipping orders or requisitions to determine items to be moved, gathered, distributed, and/or shipped.
- Sorts, and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Prepare routine reports and required documentation and files shipping/receiving records according to established policies and procedures.
- Observes safety rules, and ensures and maintains a safe and orderly environment.
- Performs routine clerical duties, including data entry, answering telephones, and assisting customers in a professional and courteous manner.
- Assists in maintaining an accurate and accountable inventory of all shipping and receiving supplies; performs a monthly inventory of supplies.
- Files requisitions, work orders or requests for materials, tools, or other stock items and distribute items.
- Looks up order information, prints purchase orders as needed to process payment in a timely manner.
- Tags equipment and furniture to track NTU property when received.
- Maintains and tracks fixed assets.
- Operates forklift to unload freight trucks and deliver large items.
- Delivers supplies and materials to campuses.

- Records amounts of materials or items received or distributed via appropriate computer program.
- Establishes and maintains an effective filing and retrieval system for contracts, correspondences and vendor files.
- Ensures that the warehouse area is free of all preventable hazards.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Two years warehouse and property management experience.
- Associates Degree in Accounting Business Management or related field preferred.
- Valid state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

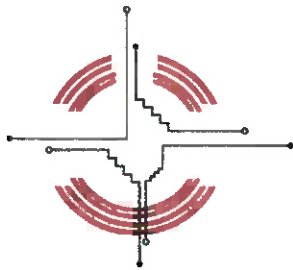
- Knowledge of basic accounting, math, and record keeping practices and procedures.
- Knowledge of fundamental warehouse or procurement procedures.
- Knowledge of occupational hazards and applicable safety precautions.
- Knowledge of inventory control.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in operating forklift and other machinery.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to work independently and meet strict time lines.
- Ability to prepare routine administrative paperwork.
- Ability to communicate effectively in the Navajo and English language.

PHYSICAL DEMANDS:

- Required to stand for up to 8 hours per day.
- Ability to stand, walk, stoop, kneel or crouch while performing duties.
- Ability to use hands to finger, handle, or feel.
- Ability to use arms to reach and lift above shoulders.
- Ability to lift, push, or pull upwards of 50 pounds.

WORK ENVIRONMENT

- Work is typically performed within an office, and warehouse setting.



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- Exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises may occur.
- Evening and weekend shifts may be required. Extended hours and irregular shifts may be required.