

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03522580

DATE POSTED: 01/10/22

POSITION NO: 940409

CLOSING DATE: 01/24/2022 by 5pm

POSITION TITLE: Warehouse Worker (2 Positions)

DEPARTMENT NAME / WORKSITE: Food Distribution Program/ Leupp, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ56A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 23,155.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 11.09 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs routine warehouse work maintaining inventory, restocking materials and supplies for distribution; and performs related work as assigned. Receives supplies and materials according to established policies and procedures; loads and unloads equipment, materials and supplies; move shipments into warehouse and stocks/stores in designated areas; inspects shipment to ensure quantity and quality meet specifications; documents any discrepancies; compares shipment invoice or packing list against purchase orders or requests for direct payment; prepares goods, supplies and equipment for distribution to designated sites. Completes required inventories; maintains automated inventory system; maintains warehouse and office areas in a safe, clean, organized manner; disposes of trash; makes minor repairs to maintain office and warehouse; performs preventative maintenance of forklifts and other equipment; prepares load list for each truck; completes reports and documentation for regulatory agencies; cleans and maintains trucks.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year of inventory and warehousing experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo Nation's procurement policies and procedures. Knowledge of receipt and distribution of goods, equipment, supplies or food products. Knowledge of maintaining inventories of stored materials and supplies.

Knowledge of computer hardware, software and peripherals.

Knowledge of loading, unloading and storing materials, supplies, equipment or food products.

Knowledge of the operation and preventative maintenance of forklifts and other warehouse equipment.

Knowledge of customer service practices.

Skill in maintaining accurate inventory of goods and materials.

Skill in maintaining and updating computer databases.

Skill in safely operating forklifts and other warehouse equipment to unload, store and distribute materials and supplies.

Skill in following verbal and written directions.

Skill in sorting goods, materials and equipment for distribution to designated sites.

Skill in utilizing customer service techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.