

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OOC0338474

DATE POSTED: 01/27/14

POSITION NO: 202511

CLOSING DATE: 02/07/14

POSITION TITLE: WAREHOUSE WORKER

DEPARTMENT NAME / WORKSITE: Property Management Department / Fort Defiance, AZ

WORK DAYS: MON - FRI REGULAR FULL TIME:  GRADE/STEP: Y56A

WORK HOURS: 8am to 5pm PART TIME:  NO. OF HRS./WK.: 40 \$ 19,718.40 PER ANNUM

SEASONAL:  Duration: \$ 9.48 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Responsible of receiving 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 area; inspects shipment to ensure quantity and quality meet specifications; document any discrepancies; compares shipment invoice or packing list against purchase order or requests for direct payment; prepares goods, supplies and equipment for distribution to designated sites. Completes required inventories; maintains delivery/issue receipt number for all shipment delivery and pick ups; keep warehouse (interior/exterior) and office area(s) in a safe clean organized environment; disposes of trash; makes minor repairs to maintain office and warehouse; maintain preventative maintenance of forklifts, garage doors and other equipment; prepares disposition form of disposing excess equipment; completes reports for documentation.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED; and two (2) years of inventory warehousing experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(In order 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:**

Familiar with the Navajo Nation's procurement policies and procedures.

Receives and disseminate shipment of equipment, supplies, or food products.

Maintain inventories of materials and supplies shipped.

Knowledge of computer and softwares functions

Load and unloading materials, supplies, equipment or food products with a forklift or pallet jack.

Maintain preventative maintenance of forklifts and garage doors and other warehouse equipment.

Good customer service practices and effective communication

Keep accurate inventory of goods and materials.

Maintain updated computer databases.

Safely operate forklift and other warehouse equipment.

Follow verbal and written directions.

Assist customer with service techniques when responding to inquiries and complaints.

Maintain effective working relationships staff and organization

**Special Requirements:**

Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

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