

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: OOC0333189
POSITION NO: 202511
CLASS CODE: 4003

Date Posted: 06/06/11
Closing Date: 06/17/11

POSITION TITLE: **WAREHOUSE WORKER**
DEPARTMENT NAME: **Property Management Department - Office of The Controller**
DEPARTMENT NO: 33 WORKSITE LOCATION: **Fort Defiance, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R56A**
Days: **MON - FRI** Permanent:
Hours: **8:00 a.m. - 5:00 p.m.** Temporary: Duration: \$ **\$19,136.00** Per Annum
Part-Time: No. of Hrs/Wk: **40** \$ **\$9.20** Per Hour

DUTIES AND RESPONSIBILITIES:

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 area; inspects shipment to ensure quantity and quality meet specifications; documents any discrepancies; compares shipment invoice or packing list against purchase order or requests for direct payment; prepares goods, supplies and equipment for distribution to designate 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting, carrying and distributing materials, equipment and food products weighing up to 50 pounds, operation of forklift in a warehouse environment; attention to detail when completing inventory.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

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. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

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.

License/Certification Requirements:

Must possess a valid driver's license and a Navajo Nation Vehicle Operator's Permit. Some positions may require additional licenses and certification.

VETERANS' PREFERENCE APPLIES

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