

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

REQUISITION NO: **DODE70124482**  
POSITION NO: 244881  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 08/03/22  
CLOSING DATE: **08/24/2022 By 5PM**

**Warehouse Worker**

DEPARTMENT NAME / WORKSITE: \_\_\_\_\_ DODE / Navajo Head Start / Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>BT56A</u>
WORK HOURS: <u>40 hrs. / week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>26,956.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>12.91</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>	Approximately 4 months

**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 invoices 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 vehicles.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Special Requirements:**

- Possess a valid state drivers license.

**<<A favorable background investigation>>**

***(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 receipts 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 preventive 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 inquires and complaints. Skill in establishing and maintaining effective working relationships. Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies weighing up to 100 lbs., works extended periods of time in an outdoor environment.

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