THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH03510830**	DATE POSTED:	**10/12/15**
POSITION NO:	**946551**	CLOSING DATE:	**10/23/15**
POSITION TITLE:	**Warehouse Worker**		
DEPARTMENT NAME / WORKSITE:	**DOH/NAVAJO NATION FOOD DISTRIBUTION PROGRAM / LEUPP, AZ**		

WORK DAYS:	MON - FRI	REGULAR FULL TIME:	☑			GRADE/STEP:	AB56A
WORK HOURS:	8 AM - 5 PM	PART TIME:	☐	NO. OF HRS./WK.:		$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 9.76	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Receives supplies and materials according to established policies and procedures, loads and unloads equipment materials and supplies, moves shipments into warehouse and stock. Complete required inventories, maintains warehouse and office areas in a safe clean organized manner, disposes of trash, performs preventive maintenance of forklift, competes report and documentation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two years of inventory and warehousing experience.

Preferred Qualifications:

- Proficient in Microsoft office software or other computer applications.
- Forklift operation 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 computer; knowledge in preventative maintenance and operation of forklift; maintaining inventories; ability to carry food products weighing 50 pounds; knowledge of basic math; skill in following verbal and written directions; knowledge of loading, unloading and storing equipment, supplies and food products.

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