

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0357374

Date Posted: 12/31/12

POSITION NO: 940409

Closing Date: 01/14/13

CLASS CODE: 4003

POSITION TITLE: Warehouse Worker

DEPARTMENT NAME: Navajo Food Distribution Worker

DEPARTMENT NO: 35 WORKSITE LOCATION: Leupp, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Assist in loading and unloading of commodity food shipment to the warehouse of those that have to be shipped to other warehouse; stack and restack of commodity food with forklift vehicle; conduct physical inventory of food shipment received and outgoing food shipment. Duties will also include general housekeeping i.e. sweeping, mopping etc. Must be able to travel to field distribution at chapter level to distribute commodity food. Must have the ability to understand and follow oral and written instructions.

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 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 transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of warehouse inventory control method. Knowledge of occupational hazards in warehouse management, familiar with inventory calculation, basic math, and basic computer skills.

License/Certification Requirements:

Must have a valid state driver's license and obtain 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.

Revised: 1-15-99