

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

REQUISITION NO: DOH0357629

Date Posted: 03/25/13

POSITION NO: 940383

Closing Date: 04/05/13

CLASS CODE: 4003

POSITION TITLE: Warehouse Worker

DEPARTMENT NAME: Navajo Food Distribution Program

DEPARTMENT NO: 35 WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R56A

Days: Mon. - Fri.

Permanent:

SALARY:

Hours: 8:00am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs./Wk.: \_\_\_\_\_ \$ 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 shipment into warehouse to stock/stores in designated areas; inspects shipment to ensure quantity meet specifications; documents any discrepancies; compares shipment invoice or packing list against purchase orders or request for direct payment; prepares goods, supplies and equipment for distribution to designated sites. Completes required inventories; maintains automated inventory system; maintains warehouse and office area in a safe, clean, organized manner, disposed of trash; make minor repairs to maintain office and warehouse; performs preventative maintenance of forklifts and other equipment; prepare load list for each truck; completes report and documentation for regulatory agencies; cleans and maintains trucks. Work requires lifting, carrying and distributing materials, equipment of food products weighing up to 50 pounds, operating of forklifts in a warehouse environment; attention to detail when completing inventory and any other duties assigned/instructed by Supervisor.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

two (02) years of inventory warehousing experience; or an equivalent combination of education, training, and experience with provides the capabilities to perform the described duties.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Knowledge of maintaining inventories of stored materials and supplies; Knowledge of computer; knowledge of customer service practice. Skill in maintaining accurate inventory goods and materials; skill in maintaining and updating computer databases. skills in safety operating forklifts and other warehouse equipment to unload, store, and distribute materials and supplies; skill in following verbal and written directions; skills in establishing and maintaining effective working relationships. Knowledge of warehouse inventory control method, knowledge of occupations hazards in warehouse management, familiar with inventory system and calculations. Knowledge of basic math. Must have basic knowledge of computer skills.

**License/Certification 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.**

**Revised: 1-15-99**