

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

REQUISITION NO: DOH03511873 DATE POSTED: 04/27/16  
POSITION NO: 940361 CLOSING DATE: 05/10/16  
POSITION TITLE: WAREHOUSE SUPERVISOR  
DEPARTMENT NAME / WORKSITE: DOH/FOOD DISTRIBUTION PROGRAM /GALLUP CENTRAL RECEIVING WAREHOUSE, Gallup, NM  
WORK DAYS: MON - FRI REGULAR FULL TIME:  GRADE/STEP: AB61A  
WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 31,179.20 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.99 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Overseeing the daily warehouse operation; supervise; assigns and review work upon completion; conducts performance appraisals; develops and implements warehouse distribution plans, policies, procedures; oversee food inventories; review report submitted by warehousemen; supervisor record keeping; assures that proper amounts of stock is available; works with automated inventory system, electronic filing system.

Interprets program policies and procedures; submit food orders; compiles and prepares report; provides technical assistance and training to staff; ensure the maintenance and safety of warehouse and equipment; attends meetings and training.

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

**Minimum Qualifications:**

- A high school diploma or GED; and three (3) years of responsible warehousing operation, shipping and receiving inventory experience at the supervisory level.

**Preferred Qualifications:**

- An Associate's degree in Business.
- 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 Food Distribution Program; warehouse methods; food handling regulations; occupational and health agency regulation; administration and supervision; inventory control; knowledge of computer; knowledge of working with spreadsheets (Excel) and Microsoft programs; customer service skills; and lifting and distributing food products weighing up to 50 pounds.

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