

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: <u> DSS05610193 </u> | DATE POSTED: <u> 05/26/15 </u> | | |
| POSITION NO: <u> 243486 </u> | CLOSING DATE: <u> 06/09/15 </u> | | |
| POSITION TITLE: <u> Warehouse Supervisor </u> | | | |
| DEPARTMENT NAME / WORKSITE: <u> DSS/Navajo School Clothing Program/Navajo, NM </u> | | | |
| WORK DAYS: <u> Monday - Friday </u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u> AB61 </u> | |
| WORK HOURS: <u> 8am-5pm </u> | PART TIME: <input type="checkbox"/> | NO. OF HRS./WK.: <u> </u> | \$ <u> 31,179.20 </u> PER ANNUM |
| | SEASONAL: <input type="checkbox"/> | DURATION : <u> </u> | \$ <u> 14.99 </u> PER HOUR |
| | TEMPORARY: <input type="checkbox"/> | | |

DUTIES AND RESPONSIBILITIES:

Under the Program Supervisor I supervision responsible for the smooth operation of the day to day activities of Navajo School Clothing Program Warehouse. Monitoring and measuring the Programs clothing inventory control of all delivery of Jackets, shoes and pants on an annual and daily basis. Report inventories and distribution onto the Justware System. Supervise, train and evaluate the temporary Laborer performance of assigned work. Supervises the processing of purchase requisition and invoices for complete payment. Schedule packing and prepare orders for delivery pickup and loading for Navajo Nation community/public schools. Maintain warehouse in a clean, safe and orderly condition.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) years of responsible warehousing, 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:

Able to communicate in a clear manner, complete dialy assignment and tasks on time. Maintain a professional attitude toward other employees.

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