

WAREHOUSE WORKER

DEFINITION: Under immediate supervision, performs routine warehouse work maintaining inventory, restocking materials and supplies for distribution; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives supplies and materials according to established policies and procedures; loads and unloads equipment, materials and supplies; move shipments into warehouse and stocks/stores in designated areas; inspects shipment to ensure quantity and quality meet specifications; documents any discrepancies; compares shipment invoice or packing list against purchase orders or requests for direct payment; prepares goods, supplies and equipment for distribution to designated sites.

Completes required inventories; maintains automated inventory system; maintains warehouse and office areas in a safe, clean, organized manner; disposes of trash; makes minor repairs to maintain office and warehouse; performs preventative maintenance of forklifts and other equipment; prepares load list for each truck; completes reports and documentation for regulatory agencies; cleans and maintains trucks.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the Navajo Nation's procurement policies and procedures.

Knowledge of receipt and distribution of goods, equipment, supplies or food products.

Knowledge of maintaining inventories of stored materials and supplies.

Knowledge of computer hardware, software and peripherals.

Knowledge of loading, unloading and storing materials, supplies, equipment or food products.

Knowledge of the operation and preventative maintenance of forklifts and other warehouse equipment.

Knowledge of customer service practices.

Skill in maintaining accurate inventory of goods and materials.

Skill in maintaining and updating computer databases.

Skill in safely operating forklifts and other warehouse equipment to unload, store and distribute materials and supplies.

Skill in following verbal and written directions.

Skill in sorting goods, materials and equipment for distribution to designated sites.

Skill in utilizing customer service techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting, carrying and distributing materials, equipment and food products weighing up to 50 pounds, operation of forklift in a warehouse environment; attention to detail when completing inventory.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and one (1) year of inventory and warehousing experience.

Special Requirements:

- Possess a valid state driver's license.

THE NAVAJO NATION

Class Code: 4003
General Services and Maintenance Series
Procurement Group
Overtime Code: Non-Exempt
Pay Grade: 56

WAREHOUSE WORKER

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.
- Forklift operation experience.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Some positions may require additional licenses and certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.