



Nitsáhákees

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NAVAJO TECHNICAL UNIVERSITY
ESTABLISHED 1979

POSITION DESCRIPTION

POSITION: Inventory Clerk
POSITION NO: 5112 (*Temporary*)
FLSA STATUS: Non-Exempt
DEPARTMENT: Warehouse
REPORTS TO: Interim Purchasing Coordinator

JOB PURPOSE:

Performs data entry and clerical duties. Ordering, receiving, storing, tags, and distributes material, tools, equipment and products within the warehouse, ensuring accuracy and timeliness.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position

JOB DUTIES & RESPONSIBILITIES:

- Analyze and summarize numerical information and critically examine for accuracy.
- Input and access inventory data through a computerized maintenance management information system. Utilized computer to troubleshoot records for inventory control.
- Performs administrative functions such as typing, filing, and maintaining detailed records.
- Checks the accuracy of computer printouts, reports, and calculations. Ensures that work is carried out to specification.
- Compile, classify, collate, and organize information.
- Uses database programs to generate customer queries and reports.
- Ensure coordination of activities to meet department objectives.
- Maintains vendor lists and shipping location lists; interviews vendors for product information.
- Sorts, counts, packages, labels, insures, unpacks inventory which is shipped or received.
- Sorts, and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color or product code.
- Observes safety rules, and ensures and maintains a safe and orderly environment.
- Performs routine clerical duties, including data entry, answering telephones, and assisting customers in a professional and courteous manner.
- Assists in maintaining an accurate and accountable inventory of all shipping and receiving supplies; performs a monthly inventory of supplies.
- Tags equipment and furniture to track NTU property when received.
- Ensures that the warehouse area is free of all preventable hazards.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED required.
- Two years general clerical and inventory record keeping
- Two years of warehouse and property management experience.
- Valid state driver's license.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of basic accounting, math, and record keeping practices and procedures.
- Knowledge of fundamental warehouse or procurement procedures.
- Knowledge of occupational hazards and applicable safety precautions.
- Knowledge of inventory control.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to prepare routine administrative paperwork.
- Ability to communicate effectively in the Navajo and English language.

PHYSICAL DEMANDS:

- Required to stand for up to 8 hours per day.
- Ability to stand, walk, stoop, kneel or crouch while performing duties.
- Ability to use hands to finger, handle, or feel.
- Ability to use arms to reach and lift above shoulders.
- Ability to lift, push, or pull upwards of 50 pounds.

WORK ENVIRONMENT:

- Work is typically performed within an office, and warehouse setting.
- Exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises may occur.