

## **ASSISTANT STOREKEEPER**

### **Summary/Purpose**

Working with the Storekeeper, maintain an adequate inventory of supplies, materials, parts, tools, and equipment necessary to provide timely service in a cost effective manner. Acquire special order items efficiently and cost effectively.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Order, receive, store, safeguard, maintain, and disburse parts, materials, supplies, tools and equipment.
2. Ensure that inventory count is adequate, cost effective, and accurate using various methods such as a full inventory count, cycle counting, or spot checking.
3. Determine stocking levels and reorder points.
4. Order inventory as necessary to maintain stocking levels, utilizing quantity, shipping, and other discounts as appropriate and in order to reduce holding and ordering costs.
5. Receive inventory appropriately, checking shipping documents for accuracy before authorizing payment and storing inventory appropriately for safekeeping and efficient retrieval.
6. Safeguard inventory to reduce costs caused by factors such as misappropriation or damage.
7. Disburse inventory as appropriate and with documentation to ensure proper accounting and receipt of payment.
8. Locate sources for, order, and acquire items needed but not stocked in an efficient and cost-effective manner.
9. Authorize expenditures within established limits of authority.
10. Pick up and deliver parts, supplies, vehicles, equipment, and other items as needed.
11. Maintain a clean, safe, and orderly work environment.

### **Job Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

1. Education & Experience Requirements
  1. Two years of verifiable full-time experience maintaining and safeguarding inventory in a service or manufacturing setting.
  2. Experience in an automotive, truck, or heavy equipment service setting is preferred.
2. License Requirements
  1. Possession of a valid driver's license.
  2. Acquire and maintain forklift certification within six months of hire.
  3. A.S.E. Parts Specialist Certification desired.
3. Knowledge Requirements
  1. Knowledge of various materials management and inventory control methods and procedures.
  2. Knowledge of shipping and receiving practices.
  3. Knowledge of methods, equipment, and materials used in automotive and equipment maintenance.
  4. Knowledge of applicable federal and state occupational safety and health standards.
  5. Knowledge of applicable safety precautions for handling hazardous and flammable materials.
  6. Knowledge of modern office methods, procedures, and equipment.
  7. Knowledge of alphabetizing, indexing, filing, and record-keeping principles and procedures.
  8. Knowledge of basic math.

4. Skill Requirements

1. Skill in maintaining accurate inventory records.
2. Skill in organizing stock and issuing supplies and equipment.
3. Skill in making accurate mathematical computations.
4. Skill in operating common office equipment including computer, fax, scanner, copier, and calculator.

5. Abilities Requirements

1. Ability to understand and carry out oral and written instructions.
2. Ability to read and interpret parts catalogs and related information.
3. Ability to prepare requisitions and purchase orders.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to establish and maintain effective working relationships with supervisors, co-workers, vendors, and the general public.
6. Ability to operate a forklift.

6. Physical Abilities Requirements

1. Ability to occasionally work outdoors in a variety of weather conditions.
2. Ability to work in an environment with exposure to exhaust, welding, and chemical fumes.
3. Ability to occasionally push, pull, stoop, kneel, crouch, and reach above shoulder level when storing or retrieving materials.
4. Ability to occasionally climb and work from ladders.
5. Ability to frequently lift and carry materials, parts, and supplies weighing up to 25 pounds and occasionally weighing up to 50 pounds.
6. Ability to attend work on a regular basis.

HR: CT	Union: Basic	EEOC: Service/Maint	CSB: 20130507	Class No: 4303
WC: 5506	Pay: 24	EEOF: Admin/Finance	CC: 20130513	Resolution: 13-0249R