



WAREHOUSE LABORER

OFFICE OF FINANCIAL MANAGEMENT

CARES ACT RELIEF FUND
Salary/Hourly Range: 18
FLSA Status: NON-EXEMPT

INTRODUCTION

Performs routine warehouse work maintaining inventory, restocking materials and supplies for distribution; and performs related work as assigned.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Receives supplies and materials according to established policies and procedures.
- 2) Loads and unloads equipment, materials and supplies.
- 3) Move shipments into warehouse and stocks/stores in designated areas.
- 4) Inspects shipment to ensure quantity and quality meet specifications.
- 5) Documents any discrepancies; compares shipment invoice or packing list against purchase orders or requests for direct payment.
- 6) Prepares goods, supplies and equipment for distribution to designated sites.
- 7) Completes required inventories; maintains automated inventory system.
- 8) Maintains warehouse and office areas in a safe, clean, organized manner.
- 9) Performs other duties as assigned to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED equivalent; AND

Experience: Six (6) months of work experience performing inventory and warehouse duties; OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of receipt and distribution of goods, equipment, supplies or food products.
- Knowledge of maintaining inventories of stored materials and supplies.
- Knowledge of loading, unloading and storing materials, supplies, equipment.
- Skill in maintaining accurate inventory of goods and materials.
- Skill in maintaining and updating computer databases.
- 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.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.