

Stock Associate: Stock Associate I

Performs a combination of manual and clerical duties to receive, store and issue equipment, materials and supplies in a central warehouse. Examines stock to verify conformance to specifications and invoices, stores articles according to identifying factors, fills orders or issues supplies from stock, requisitions stock to fill incoming orders, and prepares stock use reports. Determines methods or places for storage considering guidelines for temperature, humidity, weight or height limits, turnover, floor loading capacity and required space. Exclude shipping and/or receiving clerks.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products (Examples may include but are not limited to)

Verify incoming shipments. Issue receipt traveler. Receives into stock, stores and issues materials. Stores material in bins, on pallets or on shelves. Fills kit requirements. Must have basic computer skills. Proficient in performing all stockroom transactions and inquiries on Deltek system. Operates wave lift. Determine packing requirements for both contractual and non-contractual shipments. Prepares the packaging and creates appropriate paper work for shipment. Maintain appropriate shipping files including picture files of shipments. Provide assistance in receiving material on incoming shipments. Performs material receipts, interfaces with incoming inspection, procurement and provides delivery support for incoming shipments. Maintains logs of all deliveries throughout the facility.

Minimum Education and Experience

High school diploma and 0-3 years of experience.