

# Stock Associate: Stock Associate II

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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**

Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.

## **Supervision Received**

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

## **Consequence of Errors**

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

## **Contacts**

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some 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. Prepares Assembly Operation Control Book in accordance with established procedures. Perform all stock keeping functions including stocking and issuing for such items as raw materials, chemicals, office supplies and other related materials. Records all traceability information on the package. Creates and maintains a documentation file for all OMS transactions performed in the stockroom. Assist in creating "Monthly Area Assessment" of the stockroom. Monitor stockroom supplies, ESD bags, labels, forms, etc., to insure on-hand quantities will support business needs. Perform transactions to maintain inventory accuracy. Maintains general housekeeping and ESD rules within work areas.

## **Minimum Education and Experience**

High school diploma and 3+ years of experience.