

Stock Associate: Stock Associate III

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

Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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. Operate wave lift. Receives items and verifies against copies of purchase orders or other records. Performs all OMS transactions for stackable items. Notifies requester for all non-inventory items. Reports any variances to department supervisor. Stores stock in proper locations on shelves, racks, bins and other places. Creates and consolidates inventory locations to utilize stockroom space efficiently. Receives requisitions for items in stockroom, picks correct materials and issues to requesting individual or department. Observes and monitors material moving in and out of the stockroom. Notifies department supervisor of any discrepancies.

Minimum Education and Experience

High school diploma and 5 years of experience. Should be familiar with OMS and MRP related systems. Should be computer literate in Excel and Microsoft Outlook. Should be able to work with minimum supervision. Should be detail oriented with knowledge of Inventory and Production Control procedures.