

# Stock Associate: Sr. Stock Associate

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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**

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

## **Supervision Received**

Minimal supervision. Work may be done without established procedures.

## **Consequence of Errors**

Errors are very difficult to detect and would normally require significant expenditures to resolve.

## **Contacts**

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

## **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. Receives, weighs and verifies the accuracy and conditions of all items coming into the stockroom. Performs all stock keeping and OMS functions for raw materials, chemicals, office supplies, and other related materials in the stockroom. Works directly with the stockroom supervisor on investigating problems related to inventory accuracy. Runs a monthly Cycle Count Report and performs monthly cycle counts. Runs a monthly Expendable Report. Performs weekly purges of expendable material as indicated in the Expendable Report. Notifies stockroom supervisor when quantities fall below minimum requirements.

## **Minimum Education and Experience**

High school diploma and 10 years of experience. Must be familiar with OMS and MRP related systems. Must be computer literate in Excel and Microsoft Outlook. Must be able to work with minimum supervision. Must be detail oriented with knowledge of Inventory and Production Control procedures.