

STOCK CLERK

FUNCTION OF THE JOB

Under supervision, to perform work involving the receipt, storage, maintenance, and issuance of parts and commodities integral to the Central Fleet Division's computerized inventory system; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Maintains a computerized inventory system; records the disbursement of items; enters the receipt of new stock; maintains item prices and inventory balances.
2. Orders and issues parts and commodities to replenish stocked inventories and non-stock parts; makes appropriate entries in the computer system to be charged to the correct customer account.
3. Acts as main point of contact and resource for acquisition of repair parts, components, accessories, and other commodities needed for the maintenance, repair, and new equipment and vehicle set-up.
4. Maintains order and organization of parts room; stores materials in the proper area (shelf, bin, or floor storage); lifts parts and commodities of various weights and sizes.
5. Receives, opens, dates, and assembles all invoices with packing slips and/or credit card receipts; reconciles monthly credit card statements.
6. Checks packing slips and invoices against materials delivered; documents and oversees outgoing shipments including returns for credit, core returns, parts warranty, and parts to be rebuilt.
7. Coordinates and processes commercial work invoices with outside vendors including body, glass, suspension, and heavy engine repairs.
8. Conducts detailed warranty analysis and processes part failures and warranty claims with vendors; maintains and tracks credit for warranty reimbursement.
9. Coordinates weekly spot checking of inventory and annual inventory count; maintains first aid station inventory and appropriate MSDS sheets for all chemicals in the facility.
10. Prepares usage reports for development of bid purchases including items such as oils, fasteners, tires, etc.
11. Keeps accurate and detailed records in support of inventory and parts room operations and maintains automated lubrication system, parts barcode system, and Automotive Service Excellence (ASE) reward and incentive system.
12. Establishes and maintains effective working relationships with supervisors, coworkers, vendors, sales representatives, and internal and external customers.
13. Maintains the security of the parts and commodities area; ensures unauthorized personnel are not admitted.
14. Maintains prompt, predictable, and regular attendance.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of computerized database management systems for maintaining an inventory.
2. Considerable knowledge of the procedures used to maintain a computer based perpetual inventory system.
3. Working knowledge of individual components and mechanical concepts/functions across a multitude of equipment and vehicles.
4. Working knowledge of the procedures used in the effective operation of a parts room.
5. Working knowledge of business English, spelling, correspondence forms, and arithmetic.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

6. Working knowledge of division, department, and County electronic devices and computerized systems.
7. Ability to learn and utilize division, department, and County electronic devices and computerized systems to effectively perform duties and responsibilities.
8. Ability to perform accurate data entry.
9. Ability to work with minimal direction and take initiative to follow projects through to completion.
10. Ability to resolve conflicts with vendors arising from regular work operations.
11. Ability to learn and use computerized data base management systems to accurately schedule, record, prepare reports; manage all aspects of maintaining an inventory.
12. Ability to communicate effectively both verbally and in writing.
13. Ability to perform basic mathematics to include addition, subtraction, multiplication, division, and percentage calculations.
14. Ability to maintain an inventory of supplies, prepare parts ordering forms, and MSDS documentation.
15. Ability to load and unload supplies and materials, and to lift objects of varying weights with and without use of a forklift.
16. Ability to establish and maintain effective working relationships with supervisors, coworkers, vendors, sales representatives, and internal and external customers.
17. Ability to organize and maintain detailed reports, records, parts, and commodities.
18. Ability to identify and recommend inventory cost savings and opportunities.
19. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Three (3) years of post high school work experience involving any combination of: inventory management and control, vehicle and equipment repair and overhaul, and/or purchasing clerk or buyer responsibilities or a closely related field.
3. Valid driver's license.
4. Forklift certification within six (6) months of hire.