

JOB VACANCY ANNOUNCEMENT

Opening Date:	June 20, 2017	Closing Date:	Until Filled
Position:	<u>Warehouse Technician</u>	Reports to:	Warehouse Manager
Salary/Wage:	Grade E; \$22.69 HR and up DOE	Department:	Warehouse
Hours:	Monday – Friday; 8:30am – 5:00pm	Location:	ASNA

Brief Summary:

Under general supervision is responsible for maintaining secure inventory and control. The Warehouse Technician performs duties associated with the operation of warehouse purchasing, receiving, stocking, processing, and distributing materials. Manage and maintain the inventory and inventory cycle count.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

High school diploma or general education degree (GED).

Two to four years of experience in warehousing, Logistics, Maintenance, and Construction related fields required.

Desired Knowledge, Skills and Abilities:

Knowledge of machines and tools.

Knowledge of construction trades or related fields.

Work ethically and professionally; treat people courteously and respectfully.

Good oral and written communication skills.

Demonstrate excellent telephone etiquette and face-to-face customer service skills.

Accurately complete tasks in a timely manner.

Calmly manage difficult or emotional situations.

Identify and resolve problems in a timely manner.

Is consistently at work and on time.

Meet dress code standard; appearance is neat and clean.

Maintain confidentiality.

Support ASNA's mission and goals; follow all policies and procedures.

Proficient skills in the use of computers; able to enter and retrieve data; and able to use word-processing program for correspondence and reports. Applications used: Microsoft Word & Excel, Maximo.

Proficient in warehousing procedures: Inventory Control and Cycle Count, Tool issuance and receiving, and Materials receiving and Issuing.

Proficient in the following office skills: Records information management, keyboarding, and customer assistance.

Manage competing demands able to deal with frequent change, delays or unexpected events

Work ethically and professionally; treat people courteously and respectfully.

Good oral and written communication skills.

Demonstrate excellent telephone etiquette and face-to-face customer service skills.

Operate basic construction equipment, such as forklifts and loaders.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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