



JOB DESCRIPTION

Job Title: Warehouse Assistant
Department: Accounting & Finance
Reports To: Finance & Purchasing Manager

FLSA Status: Non-exempt
Represented by the Association: Yes

Job Summary: This position acts as a liaison between Accounting & Finance, Engineering, OSP Construction, Central Office, OSP Service, Customer Operations and Sales Department with ordering equipment. Other duties include: day to day coordination of maintenance for vehicle fleet, supports building and grounds staff when requested.

Essential Job Duties and Responsibilities:

- Assist in processing purchase requisitions and purchase orders. Monitor the shipping and receiving of goods and services purchased via the purchase requisition system and expedite when necessary.
- Coordinate and schedule maintenance and repair activities for company vehicles.
- Assist in periodic physical inventory counts.
- Assist in receiving, delivery and stocking of equipment.
- Responsible for repair and returns of warranty items.
- Responsible for data entry of all maintenance and repair invoices for vehicles and off road equipment into computerized system.
- Stage / ship modems daily.
- File purchase orders and receivers.
- Keep warehouse clean and orderly.
- Assist in various, diverse building and grounds related projects, including but not limited to managing many recycling initiatives, phonebook inventory and recycling, light bulb replacement, snow removal, grass/weed trimming, etc.

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - company policies, procedures, products and services.
 - general office practices and procedures.
 - time management and organizational skills.
 - Microsoft Office Suite programs and the Internet.
- Skill to:
 - gather and report numerical data and produce statistical reports.
 - operate various office equipment such as a computer, copy machine, fax machine and multi-line telephone.
 - operate various equipment such forklifts, small cranes, 4-wheeler, and weed eater.
- Ability to:
 - work independently.



- think analytically and be a problem solver.
- communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
- work completely and accurately under time constraints and deadlines.
- multi-task and overcome regular interruptions.
- provide excellent customer service.
- move supplies, equipment and inventory those who need it.
- work in a safe and effective manner.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:

High School diploma or equivalent; 1 year of related warehouse and/or purchasing experience.

Physical and Other Requirements:

This position may require 8 to 10 hour days, flexible hours and some weekends.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:		x		
Climbing/Stooping/Kneeling:		x		
Lifting/Pushing/Pulling: May have to lift up to 50 lbs occasionally.		x		
Fingering/Grasping/Feeling:				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Generally good working conditions with the absence of disagreeable conditions. However, can occasionally have somewhat disagreeable working conditions due to the continuous exposure to one or more of the elements listed above.

Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

Date

Effective Date: September 21, 2017