

Job Description

Position Title: Specialist, Warehouse

Job Group: Materials Management

Job Level Group: Support Entry

FLSA Status: Non-Exempt

Position Summary:

The Warehouse Specialist receives and distributes materials and provides District wide logistical deliveries. Places orders and communicates with College departments and vendors. Monitors and performs daily inventory duties and conducts inventory audits. Orders and assist in maintaining catalog records.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs College-Wide receiving and distribution of material. Oversees receiving activities on a daily basis and occasional shipping.
2. Reviews order requisitions in FAMIS, places orders with vendors.
3. Researches, orders, receives, and maintains District Facilities inventory, including selected material for College- Wide use utilizing assigned college software.
4. Receives orders including Capital equipment and records receiving information from shipping documents in the College's Enterprise resource management system.
5. Reviews, processes, and ensures approval for invoices and credit memos for payment processing.
6. Inspects and verifies packages for delivery and matching of packing slips. Reports damages to all pertinent parties and files damage claims with shippers. Inspects and verifies shipments with packing slips, College Procurement documents, records information in College Enterprise Resource system.
7. Conducts daily logistical deliveries.
8. Responds to complaints and answers general questions from various departments; tracks missing or incomplete shipments. Identifies issues, documents, uses reports, and works with College-Wide departments to resolve discrepancies in products or services, including College capital assets.
9. Reconciles outstanding invoices and receiving using Colleges Enterprise System. Identifies discrepancies and performs appropriate research to ensure accurate records for accounting, reimbursement, and recordkeeping purposes.

10. Utilizes a variety of Enterprise tools such as software management, mobile devices, and other service-based tools to process, document, and compile material information.
11. Conducts asset tagging of controlled property of all materials and equipment including grant funded assets. Maintains and safeguards inventory and property control records and tags.
12. Performs College-Wide logistical moves in conjunction with high dollar and/or time sensitive items, including the report and disposition of College assets, including College Auction/Surplus Pick Ups.
13. May serve as a lead for student workers or new employees. May serve as resource and support for Campus Receiving.
14. May provide back up support for mailroom as needed and assigned.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Skill in effective communication (both written and oral)
3. Skill in positive, productive, and flexible customer service
4. Ability to apply effective and accurate data entry and typing skills
5. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, and schedule and review work. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED.
- Up to one (1) year of related experience may be required
- One (1) to Three (3) years of related experience preferred
- Forklift Certification will be required within probationary period.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand for prolonged periods of time; to frequently stoop, bend, kneel, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 100 pounds) amounts of weight; exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. May be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License