

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: WAREHOUSE EXPEDITER

BUILDING SERVICES WAREHOUSE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical and administrative tasks related to maintaining computerized inventory of supplies for the Maintenance Department. Work involves processing forms, records, documents, and correspondence; transcribing inventory, purchasing and financial information; and processing, sorting, and filing purchasing requisitions, orders, and invoices. Work also involves manual work such as locating and retrieving supplies and materials from warehouse storage, and operating forklifts, pallet jacks and other material handling equipment. Work also involves delivering and pickup of warehouse items such as: new packs of ceiling tiles, old light bulbs, biohazard materials, maintenance technician parts, paint supplies, etc. Reports to the Warehouse Specialist – Building Services Warehouse.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Driving a box truck or a cargo van to deliver and pickup warehouse items such as: new packs of ceiling tiles, old light bulbs, biohazard materials, maintenance technician parts, paint supplies, etc.

Performs administrative tasks related to maintaining computerized inventory of supplies and materials for the Department.

Processes, sorts, and files purchasing and financial records, documents, forms and other communication materials.

Assist with Transcribing inventory, purchasing and financial data/information in order for this data to be used to create forms, reports, tabulations, statements, various card records, and other documents.

Makes simple arithmetic calculations manually or by use of a calculator according to established methods.

Ensures the most current parts data is available for publication and use by the Maintenance Department.

Processes, sorts, and file capital outlay and operations purchase requisitions, orders, invoices for payment and other routine documents.

Receives items coming into the warehouse and inspects contents for condition and accuracy.

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Maintain necessary parts records and produces monthly reports identifying inventory shortages, parts to be requisitioned, parts received, issued and maintained and other management and financial reports for review by the Supervisor.

Organizes parts storage area and ensures that area is maintained in a safe and clean fashion.

Responsible for maintenance and safe operation of equipment including pallet jack, forklift, etc.

Receives items coming into the warehouse and inspects contents for accuracy with purchase order.

Labels received items with appropriate stock number and labels all property for inventory control.

Conducts inventory as required.

Answers telephone and greets visitors, receiving and responding to inquiries or referring callers to proper officials; records and relays messages, as necessary.

Assists with stocking/organizing shelves in parts warehouse.

ADDITIONAL JOB FUNCTIONS

Performs a variety of routine clerical tasks, as requested, to assist office staff.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with 1 to 2 years of clerical/administrative experience which includes the use of computers, with specific experience in inventory procurement and control preferred; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug related offense.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of automated office equipment such as computers, copiers, calculators, hand-trucks, dollies, etc.

Requires the ability to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to climb, reach and/or stretch arms, legs or other parts of body to grasp and move objects.

Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, invoices, purchase orders, etc. Requires the ability to prepare correspondence, logs, forms, requisitions, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of warehousing organization, policies, and operating procedures to include functions relating to inventory and stock control procedures, record keeping and reporting of assets and inventory.

Working knowledge of administrative acquisition procedures as they relate to the acquisition of parts, supplies, material, and contract services to include inventory and stock control procedures, record keeping and reporting.

General knowledge of the organization, policies, and procedures of the GCS warehouse.

General knowledge of modern office practices.

Working knowledge of the materials, supplies and equipment available at the GCS warehouse.

Some knowledge of standard purchasing and requisitioning procedures.

Ability to operate common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to type accurately at a moderate rate of speed.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to respond to questions based on knowledge of current operating procedures.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description 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 to this job.