



## Navajo Agricultural Product Industry Job Description

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Job Title: **Warehouse Clerk**

Location: **371 Duty Station**

Work Schedule: **Regular/ Full-time/ Varied Hours/Weekends (if necessary)**

Department: **Irrigation Dept. - 302**

Exemption Status: **Non Exempt**

Reporting Relationship: **This position reports to the Warehouse Supervisor.**

### **Summaries of Duties and Responsibilities**

This position was created to maintain a cost effective inventory of parts and supplies to provide an efficient and effective inventory, while providing customer service to NAPI Farm Operations.

### **Shared Responsibilities:**

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company polices and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

### **Primary Duties and Responsibilities:**

#### Essential Functions

1. Answers telephone, greets public, and directs inquiries to appropriate department.
2. Provide customer service at all times.
3. Possesses sounds problem solving skills.
4. Sets up and maintains alphabetical, numerical, and/or subject files.
5. Inputs purchasing requisitions and invoice charges.
6. Communicates effectively with Departmental personnel and supervisor.
7. Maintains office flow of information for departmental personnel and supervisors.
8. Prepares requests for inventory purchases by using the appropriate



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- computer software program in an effective and timely manner.
9. Ensures accountability of property purchased.
  10. Researches and utilizes the most cost effective price for inventory items.
  11. Maintains purchase requisitions in an effective manner and files paperwork in a timely manner.
  12. Purchases inventory items in compliance with NAPI Purchasing Policies or other applicable authorities.
  13. Maintains appropriate inventory levels to ensure adequate inventory on-hand.
  14. Keeps stockroom clean and free of unsafe working conditions.
  15. Assist in operations of Region II and O&M Parts Departments.

Performs other related duties and assignments as required.

### **Education, prior work experience, and specialized skills and knowledge:**

- This job requires a High School Diploma (or GED or High School Equivalence).
- This job requires a Valid Driver's license with an acceptable driving history.
- This job requires college course work in computers, inventory controls, purchasing or relative field of study.
- A Certification in Administrative Office Assistant/Degree in Business Administration is helpful, but not required.
- Must have 2 or more years experience in inventory control, parts stockroom, or related field.
- Education and training can be substituted for work experience.
- Ability to use a computer and computer programs is required.
- Ability use search engines, data queries, and assimilate printed information.
- Must be able to speak in public.
- Must have the ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Must have ability to communicate information and ideas so others will understand, both verbally and in written form.
- Ability to obtain knowledge in irrigation parts, and day to day materials used by Farm Operations personnel.

### **Physical environment and working conditions:**

This job requires you to work in and out of the office with exposure to heat and cold temperatures, gases, fumes, and chemicals. Must provide your own safety shoes.



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### Physical Demands

Strength	Hearing	Kneeling
Stamina	Visual Acuity	Crouching
Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 75# minimum		

### Business machines and computer software used:

Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2007 (Word, Excel, Power Point, Project, & Outlook), fax machines, copies, as well as 2 way radio.

### Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

\_\_\_\_\_ Employee \_\_\_\_\_ Date

\_\_\_\_\_ Supervisor \_\_\_\_\_ Date