



Job Description

TITLE: Warehouse Agent	JOB CODE: 4260
DEPARTMENT: Central Purchasing	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Clerical
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision, receives, stores and issues materials and supplies to support the operation of all County departments.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Initiates orders for materials and supplies to maintain the warehouse inventory levels and to support all County departments and operations; maintains and updates inventory records; adjusts inventory levels and re-order points based on usage and departmental needs.
- Requests additional information from using departments to clarify inventory needs as required.
- Drafts complete and accurate product specifications and requirements for warehouse stocked equipment, materials, and supplies as required.
- Works with buyers to expedite orders to meet established delivery dates and County needs; ensures that orders are shipped on time; updates departments as to delivery status.
- Evaluates and monitors vendor performance to determine compliance with quotation specifications, requirements, and contractual obligations.
- Enters incoming stock into inventory records; examines receipts to ensure that pricing is correct and that the proper materials in the right quantities are received; contacts vendors to resolve inaccuracies.
- Stocks inventory in the warehouse as it is received.
- Assists with organizing, planning, and managing County auctions; assists with collection of surplus materials; holds these items for public auction or issuance to other County departments.
- Maintains and updates warehouse's inventory Material Safety Data Sheet (MSDS) program; ensures that appropriate Material Safety Data Sheets are distributed to using departments for use as required.
- Maintains work area and warehouse inventory, shelves, floors, and yard in a neat, clean, and organized manner; stocks and rotates inventoried goods for a proper current shelf life.
- Assists with the loading and unloading of equipment, materials and supplies by hand and forklift; assists with the pick up and delivery of goods from vendors and issuing departments.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of warehouse operations, procedures, and inventory management programs.
- Knowledge of general industry equipment, materials, and supplies.
- Knowledge of County policies and procedures.
- Skill in the safe use of a forklift and hand and power tools.

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Warehouse Agent

- Skill in writing complete and accurate specifications for equipment, materials and supplies.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- High School diploma or GED equivalent and three (3) years procurement or warehousing experience.
- Must be certified for operations of a forklift within six (6) months of hire.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both office and warehouse environments; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May occasionally be required to lift up to approximately 50 pounds and team lift or move up to approximately 100 pounds. Bending, reaching, kneeling and lifting of stocked inventory must be performed routinely.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Computerized and conventional office equipment, County motor vehicles, forklifts, hand trucks, carts, pallet jack, and dollies.

Approvals:

Employee: _____ Date: _____

Supervisor _____ Date: _____

Department Head: _____ Date: _____