

Intercity Transit
JOB TITLE: Inventory Assistant

BAND	GRADE	SUBGRADE
A	1	3
DEPARTMENT: Development	DIVISION: Procurement	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Inventory Supervisor	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: A13
SUMMARY: Performs staff assistance, a variety of administrative duties, and support in purchasing, receiving and inventory functions.		
DISTINGUISHING CHARACTERISTICS: Performs activities in support of inventory in the Development Department. As an Assistant, primarily performs duties of a support nature for the inventory function requiring general office/inventory knowledge. Work performed is within clearly defined parameters.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Utilizes fleet maintenance software to identify and update work orders. Creates vendor orders and transmits to suppliers. Resolves issues regarding maximum/minimum inventory levels. Monitors lead times, tracks and expedites delivery of parts, products and materials.	Daily 20% (A1)
2.	Enters and maintains computerized logs and database files for tracking and reporting to Maintenance. Prepares related reports from records.	Daily 5% (A1)
3.	Places special orders negotiating best price and delivery terms. Maintains order and delivery log. Notifies personnel of received items. Delivers large items when necessary.	Daily 10% (A1)
4.	Receives delivered products and verifies accuracy of purchase. Unloads freight trucks with forklift. Contacts vendors and resolves inconsistencies between orders and deliveries. Stores and/or shelves delivered products. Processes packing slips, records in computer database and prepares purchase orders for payment.	Daily 20% (A1)
5.	Maintains the organization of the warehouse inventory and facilitates changes to improve ease and efficiency of parts locating. Assist in planning and implementing physical inventory and interim audits. Resolves inventory discrepancies; makes adjustments in database.	Daily 25% (A1)

Intercity Transit
JOB TITLE: Inventory Assistant

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
6.	Reviews vehicle maintenance and facility work orders, using the work order update audit report, checking for accuracy of inventory parts required for the work to be completed.	Daily 10% (A1)
7.	Updates product and component identification labels to current applications. Monitors and adjusts part number changes in database and on bar code labels. Monitors “no charge” item levels and orders accordingly.	Daily 5% (A1)
8.	Places inventory items and supplies in correct locations in the warehouse. Updates labels to current applications. Monitors and adjusts part number changes in database and on self-labels.	Daily 5% (A1)
9.	Responsible for processing outbound shipping for Agency; picks up products from local vendors when required.	Daily 5% (A1)
10.	Monitors and processes obsolete inventory in compliance with applicable Agency standards and procedures. Maintains and monitors high value part/core returns to vendors for credit.	Weekly 5% (A1)
11.	Performs other duties of a similar nature or level.	As Required
12.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Inventory control practices and procedures;
- Warehousing concepts; receiving and invoicing practices;
- Procurement practices;
- General office principles and practices;
- Customer service principles;
- Modern office equipment; computer hardware and software related to inventory;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Mathematical concepts.

Intercity Transit

JOB TITLE: Inventory Assistant

Skills (position requirements at entry):

Skill in:

- Maintaining and controlling inventory;
- Maintaining databases; Microsoft Word, Excel and Outlook;
- Keyboarding; 10 key proficiency;
- Negotiating prices for products and services;
- Preparing purchase orders;
- Maintaining warehouse organization;
- Operating modern office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma, or G.E.D., and three years of increasingly responsible warehousing or inventory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Washington Driver's License;
- Lift-Truck Operator's Certification within 30 days of hire.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to dusts, poor ventilation, strong odors from chemicals, inadequate lighting, workspace restrictions, non-regulated air temperature and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR