



POSITION: Storeroom Clerk

DIVISION: Procurement

REPORT TO: Grant/Procurement Oversight Director

SALARY RANGE: \$13.54/HR

SUMMARY: The primary duties of the Storeroom Clerk are to requisition and maintain parts inventory, post materials and supplies received by mechanics and incoming materials received from vendors, and finalize work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct market research, prepare requisitions, and initiate the necessary transactions for the acquisition of supplies, equipment, parts and services for the Maintenance Department and facility in accordance with GPTC policies and procedures
- Route all necessary procurement documentation to the appropriate person/department
- Maintain files on all procurement activities, including vendor database information
- Utilize computerized database to maintain Storeroom inventory at levels adequate for the maintenance of the fleet
- Receive parts, unload trucks and shelf received parts, materials and supplies
- Manage vendors to achieve the lowest possible cost and the highest quality products
- Dispense parts to mechanics as needed for repairs
- Post parts/materials received by mechanics in computerized database
- Process mechanics work orders in computerized database
- Conduct periodic inventory of storeroom and reconcile outcomes with computerized database
- Maintain inventory records on all capital assets delivered to the Maintenance Facility in accordance with FTA requirements
- Maintain Storeroom in a clean and orderly fashion
- Print, review, and disseminate computer generated reports to identified staff
- Assist Parts Manager with inventory database maintenance, including period closings
- Other duties as assigned by supervision

MINIMUM JOB QUALIFICATION:

- High school diploma or equivalent (GED)
 - An equivalent combination of education, experience, knowledge, skills, abilities, and other characteristics consistent with required qualifications as determined in the job analysis
 - Must have valid Indiana Driver's License
 - Ability to read and make arithmetic computations
 - Ability to follow directions and policies established by the Company
 - Must be able to operate forklift
 - Must be computer literate and have intermediate experience with MS Office, specifically Excel
- Job Type: Full-time

Salary: \$13.54 /hour