

JOB DESCRIPTION

Job Title: Order Entry/Warehouse Clerk
Department: Administration
Reports to: Procurement Lead – Shylah Perkins
Employment Class: Full-Time
Pay Type: Hourly, Non-Exempt
Pay Range: \$10.00 to \$14.00, depending on experience
Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

SUMMARY

The primary responsibility is to provide exceptional support to your team and our customers with the intent of always trying to make the company a better place to work and do business with. You will assist the sales, installation, and accounting departments in order fulfillment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and update all vendor pricing for product sales
- Entering new part numbers and pricing
- Process internal sales orders
- Provide administrative support to the operations team
- Process manufacturer purchase orders
- Provide tracking for all open purchase orders
- Notify sales and operations teams concerning delays
- Receive and verify accuracy of shipments
- Sort and place materials on racks and mark packages with identifying information.
- Pull and distribute materials, tools or other stock items to fill installer work orders
- Maintain accurate inventory records
- Communicate any order changes to the Project Managers
- Coordinate and prepare outgoing packages for shipment (RMA or DOA)
- Responsible for physical inventory and cycle counts
- Prepare weekly and monthly reports to ensure timeliness of completion and keep management up to date on order status

QUALIFICATIONS AND REQUIRED COMPETENCIES

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and in a timely manner. You must also:

- be comfortable in a warehouse environment and have basic knowledge of supply chain management
- possess exceptional organizational skills and pay close attention to details
- have strong interpersonal skills which should include excellent communication skills both written and verbal
- be very proficient, quick and comfortable with personal computer navigation and operation
- MS Office 2010 expertise is required
- Can define problems, collect data, establish facts, draw valid conclusions and resolve discrepancies in a reasonable amount of time.
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Basic mathematical skills required
- Preference for working in a team-orientated, collaborative, open floor plan environment
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations

SUPERVISORY EXPERIENCE

This job has no supervisory responsibilities.

EXPERIENCE

- 3 to 5 years business experience
- 1 – 2 years purchasing experience preferably in a project-based organization
- Basic warehouse experience
- High school diploma or GED equivalent required

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

- Sitting for extended periods of time
 - Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools and to handle other office equipment
 - Ability to lift and transport moderately heavy equipment (up to 50 pounds)
 - Split your time between warehouse and office environment
 - While performing the duties of this job, the employee is frequently exposed to outside weather conditions while physically moving equipment from warehouse to vehicle and from vehicles to warehouse. The employee is occasionally exposed to high, precarious places while obtaining material by ladder from a several story shelving unit. The noise level in the work environment is usually moderate.
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