
WAREHOUSE PARTS DEPARTMENT CLERK

REPORTS TO: Branch Manager

DEPARTMENT: Operations

**ESSENTIAL DUTIES &
RESPONSIBILITIES:**

Administrative Responsibilities

- Customer service
- Transfer of parts
- Staging Capital Equipment project folders.
- Once projects are released, checking out of merchandise to contractors or customers
- Assist in company stock orders.
- Assist in truck inventory counts and inventory reconciliation.
- Maintain security of warehouse, inventory, and cleanliness and ensure all policies for product moving in or out is followed.
- Process core and warranty part returns.
- Cross train in the service dispatch department and inside part sales department.
- Follow all safety procedures.
- Perform any additional request or duties that may be required in the position.

Purchasing

- Create purchase orders for stock
- Create purchase orders for construction jobs
- Create purchased orders for service department
- Verifying from packing slips merchandise shipped with company purchase order, quantities shipped, part numbers, costs, notifying sales or service of any discrepancies needing corrections.
- Verifying what part of the project is picked up and having the contractor or customer sign for product received.

Shipping and Receiving

- Shipping and receiving of parts and capital equipment orders.
- Prepare all products for shipping from our facility, do the necessary paper work, i.e.; UPS labels, bill of lading, and contact shippers for pickup.
- Bar code all inventory that is received
- Reconcile all shipping costs and allocate as per accounting
- Receiving merchandise, bar coded parts as per policy
- Restock warehouse shelves
- Notify departments waiting for parts, Sales, Service, and Construction.

EDUCATION/EXPERIENCE:

- High School Diploma.
- Computer Literate (Microsoft Windows, Word and Excel.)
- Warehouse Organization Skills
- Shipping / Receiving
- Forklift operation capability

PHYSICAL DEMANDS:

- Must be able to lift 60 pounds.
- Work weekends when needed
- The employee is required to stoop, kneel, crouch, or crawl