

Position Description for Supply Clerk

BASIC FUNCTION OF POSITION

Maintains and manages all incoming and outgoing supplies, equipment, and property inventory for the American Center including public diplomacy (PD) program equipment for AIT's Public Diplomacy Section (PDS). Prepares time and attendance reports for American Center. Supervises the American Center's janitor custodian. Serves as liaison with Management Services (GSO) for the American Center's physical and property management, also serves as sub-cashier. Responsible for procurement and P.O. requests via the ILMS/ ARIBA system. Also provides support for PDS programs.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Serves as designated receiving officer for American Center. Maintains PDS storage. Stores and issues all incoming office supplies, equipment, books and periodicals, promotional items, PD program materials and equipment. Maintains records of shipping notices for materials ordered. Coordinates timely distribution of incoming books/periodicals/pamphlets for PDS. Prepares monthly requisitions and distribution of expendable administrative supplies for AC. Maintains accurate stock control and ordering records of PD materials, promotional items, and other materials procured for distribution and for IRC use. Receives and signs for hardware and software orders. Oversees daily mail delivery and express mail. 25%
2. Oversees set up of AC Multi-Purpose Room for official events, ensuring that lighting and set up are correct. Makes work assignments for special events, submits requests for overtime approval to CAO. Supervises janitor and coordinates schedule for after-hours events. Also supports AIT PDS programs off-site. 25%
3. Serves as PDS cashier with responsibility for all PDS petty cash functions. Records and tracks all petty cash requests process and tracks payments of all PD program voucher requests, and tracks office procurement requests, receives them, and ensures they are correct and closed out for payment. Works closely with the PDS Adm. Assistant to assure that operating costs are assigned to the proper account codes. Also responsible for the AC's Blanket Purchase Agreement work. 25%
4. Serves as PDS/AC timekeeper. Inputs time and attendance reports for all AC employees, prepares and submits Time and Attendance reports for each pay period. 10%
5. Keeps records of PDS property inventory, such as telephone lines, displays, equipment, and promotional items. Prepares work orders and property requests for GSO for maintenance or property requirements. Escorts and assists GSO maintenance staff and outside contractors performing maintenance or repairs at the AC. Follows up on work orders and reports status to supervisor. Prepares all outgoing local mail for posting and submits purchase order for postage for franking machine and coordinates for express mail services. 15%

QUALIFICATIONS REQUIRED

Education: High school diploma required.

Prior Work Experience: Two years of general work experience is required including office work, academic work, focused on customer service or general office work.

Post Entry Training: In-house training as needed on new computer applications used in record keeping and office correspondence.

Language Proficiency: Level II English required. Level III Standard Chinese required.

Job Knowledge: Knowledge of inventory and data entry procedures.

Skills and Abilities: Clerical and record-keeping skills required. Ability to use PC word processing, spreadsheets, and database programs required. Must be able to communicate clearly in English and Chinese in areas of responsibility.

POSITION ELEMENTS

Supervision Received: Instruction received from CAO. Most duties performed with minimal supervision.

Supervision Exercised: Serves as direct supervisor of AC Janitor.

Available Guidelines: Established AIT and Department of State cashier and other guidelines.

Exercise of Judgment: Must exercise independent judgment, after coordinating with other AIT, to plan ahead for requisition of supplies and orders. Must coordinate maintenance and repair schedules with PDS program schedules. Must do short-term planning to maintain adequate petty cash funds to meet PDS programming requirements.

Authority to Make Commitments: None

Nature, Level, and Purpose of Contacts: Frequent contact with all PDS employees, GSO staff and outside suppliers.

Time Expected to Reach Full Performance Level: Six months