

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Supply & Receiving Clerk/805, PSA-06-FP-08

Open To: All Interested Candidates - All sources

Vacancy Opening Date: July 2, 2015

Vacancy Closing Date: July 15, 2015

Work Hours: Full-time; 40 hours/week

Basic Function of Position:

Receives both expendable and non-expendable items, including items procured by: Purchase Order, Blanket Purchase Agreement (BPA) and petty cash. Stores and issues non-expendable items. Maintains safe, clean and secure stockrooms containing correct stock levels.

Major Duties and Responsibilities:

Receiving and Storekeeping: 50 %

- Performs all receiving functions, including unpacking, identifying, and checking items against receiving documents, and acknowledging receipt on those documents, using integrated Logistics Management System (ILMS) via the final receipt function. Moves incoming items to storage areas, using hand trucks, forklifts, and other material handling equipment, and stores the material in bins, shelves or pallets, making the best use of available space.
- Operates, and is in charge of, three or more stockrooms for the storage of expendable supplies, such as office, cleaning, maintenance, and other supplies.

Supply Issues, Inventory and Planning: 50%

- Issues items on the basis of an approved stock request from Ariba. Using the ILMS Expendables module, picks the item from the storage area, adjusts storage area quantity tag, assembles items by requisition or other document, picks the item from the storage area, assembles items by requisition, moves to warehouse checkout area, and annotates requisition to indicate items issued.
- Maintains the inventory by locating and counting stock on hand and comparing totals with storage area tags. Uses ILMS Expendable inventory management system to monitor inventory levels and plan replenishment orders. Performs periodic inventories and annual inventory.
- Works in conjunction with a Supply Clerk to maintain receiving reports, stock records, receipt and issue records, welcome kit inventories, supply inventories and stock level records, as well as filing and assembling of information. Works in collaboration with warehousemen for unloading, moving and placing supplies and property.

Qualifications Required for Effective Performance:

Education:

Completion of secondary school is required.

Prior work experience:

Two years of supply or related experience, of which one year should have been in the supply program of the Embassy, associated agency, or other large organization is required. One year of performing work in a recordkeeping position is also required.

Language Proficiency:

Level III (Good Working Knowledge) of spoken and written English and Level III (Good Working Knowledge) in spoken and written French are required.

Post Entry Training:

FSI Online training, in-service training
Management training or SHEMA training, when relevant

Job Knowledge:

Good working knowledge of Department of State and/or associated agency supply instructions and procedures which apply to storekeeping, including the occasional handling of cash is required. Knowledge of local markets and suppliers is also required.

Skills and Abilities:

Ability to type, use MS Word, Excel, email and databases is required. Attention to detail, organization and planning skills are required. Ability to perform moderately arduous work, including some heavy lifting and equipment used to move materials is required.

Position Elements:**Supervision Received:**

Receives direct supervision from Warehouse Supervisor and indirect supervision from General Services Officer.

Supervision Exercised:

Supervises Supply Clerk for recordkeeping activities
Coordinates with and may oversee warehouse laborers in activities relating to supply, receipt, stocking and issuance.

Available Guidelines:

14 FAM (Logistics Management) including receiving regulations.
15 FAM (Overseas Building Operations, including SHEMA), Department of State Intranet resources, Management Notices.

Exercise of Judgment:

Making the best use of available space in storage of supply items.

Authority to Make Commitments:

None

Nature, Level and Purpose of Contacts:

Some contact with supply requestors up to the level of the DCM, to give basic information or detailed explanations;

Close coordination with Shipping and Procurement offices for receiving activities.

Contact with the Cashier for reconciling funds;

Contact with local vendors, for petty cash payment problems or issues.

Time Expected to Read Full Performance Level:

Six (6) months