

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

***Training grade PSA-05 may apply to selected candidate, based on his or her qualifications, including work experience, job knowledge and other skills and abilities.**

Open to: All Interested Candidates - All sources

Vacancy Opening Date: March 31, 2016

Vacancy Closing Date: April 13, 2016

Work Hours: Full-time; 40 hours/week

Basic Function of Position:

Receives both expendable and non-expendable items, including items procured by: Purchase Order, 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 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 consists of working in an operational supply program. One year of performing work in a recordkeeping position.

Post Entry Training:

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

Language Proficiency: List both English and host country language(s) proficiency by level (II, III) and specialization (sp/read):

English: Level III (good working knowledge) speaking and reading.

French: Level III (good working knowledge) speaking and reading.

Job Knowledge:

Good working knowledge of basic supply instructions and procedures which apply to storekeeping. Knowledge of local markets and suppliers.

Skills and Abilities:

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

Qualifications Required for Performance at Training Level

Prior work experience: A minimum of one year's clerical experience in any field is required. One year's experience working with the U.S. government in any field will be considered equivalent to clerical experience in the private sector.

Post Entry Training: On-the-Job training with the Warehouse section supervisor. During the six-month probationary period, successfully complete the following FSI distance learning courses:

- PA483 - ILMS Overseas Final Receipt Training
- PA484 - ILMS Expendables Supply Clerk Training

After the six-month probationary period, successfully complete the FSI course PA356 - ILMS Introduction to Asset Management

Job Knowledge: A general knowledge of clerical procedures or of supply chain operations. Knowledge of basic computer operations that can be developed to a level sufficient to process receiving and expendables supplies reports.

Skills and Abilities: Must be flexible, adaptable and able to learn and apply new procedures and concepts quickly. Must be able to work independently, set priorities, and follow through with assignments.

Position Elements:

Supervision Received:

Direct supervision from Warehouse Supervisor. 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, stockage and issuance.

Available Guidelines:

14 FAM (Logistics Management) including receiving regulations.
15 FAM (Overseas Building Operations, including SHEM), 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 Reach Full Performance Level:

Six months