



NAVAJO AGRICULTURAL PRODUCTS INDUSTRY (NAPI)
POSITION DESCRIPTION

JOB TITLE:	WAREHOUSE CLERK	JOB CODE:	
		PAY GRADE:	SL
DEPARTMENT:	Various	PAY STATUS:	Full-time / Hourly
REPORTS TO:	Various, dependent on assignment	REGULAR/SEASONAL:	Regular
APPROVED BY:	<i>Boulah & John</i> , Human Resources Manager	DATE APPROVED:	2/09/2021

I. POSITION FUNCTION SUMMARY:

Under direct supervision of the Department Supervisor/Manager, the Warehouse Clerk maintains a cost effective inventory of parts and supplies to provide an efficient and effective inventory, while providing customer service to NAPI Farm Operations.

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent, and an employee may be directed to perform other reasonably related job duties and responsibilities. NAPI reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this position description may be updated accordingly. This position description does not constitute a written or implied contract of employment.

General Duties & Responsibilities

1. Demonstrates excellent customer service skills, meeting demands efficiently and in a timely manner.
2. Answers telephone, greets public, and directs inquiries to appropriate department.
3. Provide customer service at all times.
4. Possesses sound problem solving skills.
5. Sets up and maintains alphabetical, numerical, and/or subject files.
6. Inputs purchasing requisitions and invoice charges.
7. Contacts various sales representatives and vendors in obtaining quotations, follow ups on partial orders, and receives purchases in compliance with NAPI Purchasing Policies and Procedures or other applicable authorities.
8. Communicates effectively with Departmental personnel and supervisor.
9. Maintains office flow of information for departmental personnel and supervisors.
10. Receive and count stock items, and record data manually or using computer.
11. Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
12. Prepares requests for inventory purchases by using the appropriate computer software program in an effective and timely manner.
13. Ensures accountability of property purchased.
14. Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
15. Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
16. Researches and utilizes the most cost effective price for inventory items.
17. Maintains purchase requisitions in an effective manner and files paperwork in a timely manner.
18. Purchases inventory items in compliance with NAPI Purchasing Policies or other applicable authorities.
19. Maintains appropriate inventory levels to ensure adequate inventory on-hand.
20. Keeps stockroom clean and free of unsafe working conditions.

21. Provide assistance or direction to other stockroom, warehouse, or storage yard workers.

Other

22. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of other team members to help get the job done.
23. Provides information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
24. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite; must interact directly with people or objects at the worksite on a regular basis.
25. Complies with all applicable environmental health and safety policies, procedures and work rules, giving maximum effort to performing job functions in a manner that protects the health and safety of the incumbent, co-workers, and the general public
26. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.
27. See DEPARTMENT JOB ASSIGNMENTS beginning below.

DEPARTMENT JOB ASSIGNMENTS

This Job Description is intended to be somewhat general in nature with respect to the job family, and as such it does not detail all duties of a particular job assignment. Additional duties, responsibilities, and accountabilities may be assigned to an incumbent in this position depending on the Department Job Assignment.

Farm Support

1. Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
2. Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
3. Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
4. Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
5. Keep records on the use and/or damage of stock or stock handling equipment.
6. Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods.
7. Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
8. Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance, and inventories.
9. Effectively maintain a "just in time" inventory of parts and supplies.

Irrigation

1. Maintains office flow of information for departmental personnel and supervisors.
2. Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
3. Remove, mount and/or reassemble irrigation pivot tires onto wheels.
4. Complete order receipts by reading orders to ascertain catalog numbers, sizes, colors, and quantities of merchandise.
5. Maintains an accurate count and location of inventory items.
6. Clean and maintain supplies, tools, and equipment and storage areas in order to ensure compliance with safety regulations.
7. Maintains an accurate count and location of inventory items.

Operations & Maintenance

1. Maintains a “just in time” inventory of parts and supplies.
2. Keeps track of the outgoing inventory items by recording appropriate phase and cost center numbers.
3. Expedites placed orders and verifies quantities/qualities are acceptable.
4. Maintains an accurate count and location of inventory items.
5. Secures 371 Duty Station yard, On-Farm Development yard to prevent theft of or damage to property.
6. Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
7. Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
8. Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
9. Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
10. Keep records on the use and/or damage of stock or stock handling equipment.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has a moderate level of line responsibility and moderate authority to make independent decisions over an assigned department or function. A person in this position regularly takes responsibility for a key operation or function due to their level of skill.

Budgetary & Financial Resources Accountability:

Position has low level of accountability for budgetary or financial decisions, and decisions will have a minimal degree impact on resource utilization within NAPI; responsible for a moderate level of impact on an operating budget for the Department;

Equipment/Material Management & Accountability:

Position has a moderate level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance; minimal authority and accountability for purchase within strict policy guidelines may be present.

Confidential and Sensitive Information:

- Incumbent has a minimal level of access to sensitive and proprietary company data, including but not limited to services, legal and financial data, and an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee.
- Incumbent has no access to personal and professional data regarding individual employees and their families, and to personal data regarding customers/clients/members and their families, and must comply with the Fair and Accurate Credit Transactions Act (FACTA) to keep that data secure and private.
- Incumbent has no access to health data of employees and their families, and to health data of customers/clients/members and their families, and must comply with the Health Insurance Portability and Accountability Act (HIPAA), to keep that data secure and private.

Independence of Action; Supervision Received:

The Warehouse Clerk works under general supervision of the Department Supervisor/Manager. Employee works along on routine work and checks with supervisor only when in doubt. Production generally precedes a check on the quality of work. Established methods and procedures are clearly established and general instructions provided.

Supervision Exercised:

The Warehouse Clerk is responsible for own work, and has no supervisory authority or responsibility, although the Warehouse Clerk may retain functional authority over specific projects or areas of

responsibility as specified in this Job Description or otherwise delegated by the Department Supervisor/Manager.

IV. POSITION QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position, but is not a comprehensive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Required:

- College course work in computers, inventory controls, purchasing, or directly related discipline.
- Two (2) years progressive experience in inventory control, purchasing or relative field of study, with familiarity in QuickBooks software.

Preferred:

- Certificate from an accredited college in Administrative Office Assistant or Business Administration.

Navajo Preference:

Navajo preference will be applied in accordance with the Navajo Preference in Employment Act (NPEA), it is Navajo Agricultural Products Industry's ("NAPI") goal and intention to strictly adhere to the NEPA in all employment practices and hire qualified Navajo Personnel for all positions. Tribal sovereignty support and Navajo preference initiatives are mandatory.

Language Requirements:

Required:

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors and co-workers.

Preferred:

Bi-lingual (English/Navajo)

Shared Responsibilities:

As a requirement of their employment, all NAPI employees are expected and required to follow and adhere to the following job responsibilities:

- Support the mission, vision, values, and goals of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy, and deliver excellent customer service both to internal and external customers.
- Adhere to all company policies and procedures.
- Follow all safety policies, guidelines, and work rules, and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain and support a team environment within the workgroup, and with other departments.
- Champion NAPI in the community.

Core Competencies:

Performs the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the introductory period of employment and continuing throughout employment with NAPI. A variety of personal competencies need to be demonstrated by everyone at NAPI, and include but are not limited to:

- Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring NAPI policies and all regulatory requirements.
- Customer focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer or client, rather than on self, department, or organization.
- Communication: Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- Collegiality: Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- Initiative: Taking ownership of our work, doing what is needed without being asked, following through
- Efficiency and Continuous Improvement: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- Coachability: Being receptive to feedback, willing to learn, embracing continuous improvement
- Safety: Comply with and actively support all workplace safety policies and practices.
- Team Player: able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside of NAPI.

Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential functions of the position, but are not a comprehensive list:

- Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic.
- Knowledge of data entry equipment and of office practices and procedures.
- Knowledge of budget control methods, policies and procedures.
- Skill in performing effectively in environments with frequent workload changes and competing demands.
- Skill in analyzing information and use logic to address work-related issues and problems.
- Skill in self-management; to manage one's own time and the time of others.
- Ability to work effectively within a complex organizational structure.
- Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to work successfully as a member of a team and independently with moderate supervision.
- Ability to develop, analyze, and interpret production schedules
- Ability to speak in public.
- Ability to use a computer, computer programs and software applications is required.
- Ability to use search engines, data queries, and assimilate printed information.
- Ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Ability to be self-directed, developing one's own way of doing things, guiding oneself with little or no supervision.
- Ability to communicate effectively both orally and in written form information and ideas so other will understand.
- Able to be careful about detail and thorough in completing tasks.
- Ability to be persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Ability to be open to change (positive or negative) and to considerable variety in the workplace.

- Ability to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico, or Arizona driver's license, must have and maintain an NAPI-insurable driving record, and must provide proof of current liability insurance meeting or exceeding State-required minimum coverages.
- First Aid, CPR, Defensive Driving Course, HazWoper, and Pesticide Applicator's license.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training
- Must successfully pass and maintain training certification in all state, NAPI, individual-specific, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.

Tools and Equipment Used:

- Standard office equipment, including desktop computer and standard MS-Office applications
- QuickBooks and Famous Accounting Software
- Must be able to operate a company vehicle and a two-way radio.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and all NAPI, and other required background investigations.
- Additional drug screening and background investigations may be required depending on the job assignment, or job transfer.
- Must read and acknowledge NAPI's Non-disclosure agreement.

V. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical and mental demands, and working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

NAPI maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the incumbent's employment file.

Physical Effort and Demand:

- Significant physical demand is required to perform the work; an employee in this position frequently stands, walks, kneels, squats, crawls, twists, and climbs.
- Significant physical demand is required to perform the work; an employee in this position frequently lifts a minimum of 50 pounds.
- Significant physical demand is required to perform the work; an employee in this position frequently uses hands to finger, handle or feel, reach with hands and arms.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the Knowledge, Skills and Abilities and essential functions of the job.
- Must be able to work non-standard work hours as required to fulfill job responsibilities.

Environment/Working Conditions:

- Little to no hazardous conditions exist in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Above average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have potential for a negative impact on job incumbents.

Continued on next page.

VI. EMPLOYEE ACCEPTANCE:

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

_____	I acknowledge that I have been given access to a print and/or electronic copy of the Employee Policies and Procedures Handbook , and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
_____	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
_____	I understand that neither the Board of Directors nor management of NAPI can guarantee my employment, and that NAPI can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NAPI.
_____	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NAPI.
_____	I acknowledge that NAPI also reserves the exclusive right to transfer, assign, or locate the incumbent to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis, and shall be done to meet the business needs of NAPI.
_____	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
_____	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NAPI.

Accepted and Acknowledged by:

_____ Employee Signature Date

_____ Print Employee's Name

Witnessed by:

_____ NAPI Representative Signature Date

_____ Print NAPI Representative's Name and Job Title