

JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title: Supply Clerk
Division: Finance **Department:** Materials Management
Reports to: Assistant Vice President, Supply Chain Management **Classification:** Regular, Full Time
Opening Date: November 30, 2020 **Closing Date:** December 14, 2020

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation Monday – Sunday from 7:00AM – 8:00PM

Schedule Monday – Sunday from 7:00AM – 8:00PM

BASIC PURPOSE OF THE JOB

Responsible for distribution and storage of materials delivered to the Materials Management Department.

QUALIFICATIONS

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|-------------------------------------------------|----------------------------------------------------------------------------------------|
| Minimum Education | ▪ High school graduate or equivalent |
| Minimum Work Experience | ▪ One (1) year of general warehouse distribution and facilitation experience preferred |
| Required Licenses / Certifications | ▪ Current Guam driver's license |
| Required Skills, Knowledge and Abilities | ▪ Basic computer knowledge
▪ Ability to communicate |

OVERVIEW OF JOB RESPONSIBILITIES

1. **Delivers supplies and equipment to the user departments in an efficient and timely manner.**
2. **Maintains all areas of materials storage in a neat and organized manner.**
3. **Restocks utilizing proper rotation, organization, identification, documentation, and proper location of stock items.**
4. **Properly handles and stores sterile items to maintain sterility.**
5. **Requires minimal supervision in performance of job duties.**
6. **Understands how to prioritize responsibilities to ensure completion of duties.**
7. **Is a self-starter, initiates the meeting of responsibilities without prompting.**
8. **Demonstrates the values of team concept on a consistent basis.**

*Complete job description provided upon employment.