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Storeroom/Receiving Clerk (Storekeeper)

Maintaining efficiency and economy in operations management requires flexibility in job assignments. While each employee shall have a primary responsibility for the job in which that employee has been hired or later promoted to, each employee may be expected to perform other jobs from time to time.

What Storekeepers Do:

The Storekeeper performs tasks related to the receipt, maintenance and distribution of SDTI's materials. The Storekeeper must be methodical and thorough. The Storekeeper must also be able to work well with other employees and vendors. Duties are performed primarily in a warehouse/storage area; however, there will be work performed on the loading dock and in other SDTI locales. Travel to and from outside suppliers required. The Storekeeper may be called upon to work split shifts, evenings, weekends, holidays, overtime and/or on short notice according to operational needs. Essential duties include, but are not limited to, the following:

Essential Functions:

- Receives, logs, stores, monitors and retrieves material in the SDTI inventory.
- Issues tools, supplies and equipment to SDTI employees.
- Prepares goods for domestic and international shipment.
- Operates a forklift.
- Picks up orders from suppliers.
- Performs other duties as assigned.
- Performs the responsibilities of the position in compliance with the SDTI Rules and Instructions for Employees, Drug and Alcohol Policy, Safety Rules, Standard Operating Procedures, and other rules, instructions and policies as promulgated.

What MTS is Looking For:

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations; ability to read, understand and apply MTS policies, regulations and union labor contracts; ability to write letters, memoranda and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in verifying the accuracy and completeness of forms and reports; knowledge of Microsoft Word and Excel and the ability to learn and use other software that MTS might have or acquire.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files and occasional lifting (must be able to lift up to 15 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer and 10-key. Work will at times require more than 8 hours per day or an irregular work week to perform the essential duties of the position. Duties will be performed primarily in a warehouse/storage environment and may require travel to external locations and agencies.

Experience/Education/Certificates/License(s)

Possess a high school or high school equivalency (GED) certificate with a minimum of five (5) years of experience in all stores procedures, including hands-on experience with automated stores/inventory control programs (computer). Must possess and maintain a valid California driver's license. Must be certified as a forklift operator or obtain certification within six (6) months. In-house training is provided.

General Information:

Must satisfactorily pass all applicable examinations including, but not limited to, a practical applications test, pre-employment physical, drug screen and background check.

DISCLAIMER: The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.

Job Post Date: Monday, April 27, 2020

Link: <https://recruiting.adp.com/srccsh/RTI.home?r=5000604139806&c=1217301&d=Internal&...>

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