



Inventory Control Clerk

Job ID: 2019-1395

Type: Regular Full-Time

Starting Pay Range: \$15.00/hr

**PSTA is a Drug Free/Smoke Free Workplace.
PSTA is an Equal Opportunity Employer.**

Overview

PSTA's Inventory Control Clerks help operate a multi-million dollar inventory department by accurately distributing and recording maintenance parts and other supplies to PSTA staff. Inventory Control Clerks maintain detailed records and provide customer service to staff who need assistance.

Responsibilities

- Provides mechanics and other maintenance personnel with requested parts and materials including non-stock supplies, in conformance with established policies and procedures, while maintaining sufficient quantities to meet daily needs.
- Restocks unused parts and materials from mechanics and other maintenance personnel.
- Receives and processes defective parts, returnable cores and parts to be scrapped from maintenance personnel on a weekly basis.
- Promptly updates all inventory transactions; participates in daily counts of items verifying database, and annual physical inventories of parts and materials.
- Maintains all rebuild work orders through the entire rebuild process until the unit is placed into inventory.
- Processes all information necessary in order to maintain maintenance and inventory records.
- Tracks Maintenance employee uniforms for cleaning.
- Operates the forklift.
- Goes off site to retrieve parts or supplies.
- Prepares vehicle inspections.
- Does fuel deliveries, when needed.

Qualifications

Education: High School Diploma or GED

Experience: Two years' experience in a store warehouse or parts wholesale outlet as a parts clerk.

License Requirement: Must possess a valid Florida driver's license.

Knowledge, Skills and Abilities

Knowledge of: Purchasing and stores' procedures and terminology; simple mathematics.

Skilled in: Parts knowledge, purchasing procedures, data entry, and basic office skills. Must be computer literate and be able to enter data into a computerized data base with minimal training, along with the ability to key numbers accurately. Must demonstrate the ability to efficiently use Microsoft Windows.

Abilities: Must pass a heavy lifting physical; work in a neat and organized manner; follow written and oral instructions; read and interpret parts manuals; establish and maintain effective working relationships.

Exp Date:11/15/2019