



JOB DESCRIPTION

Storeroom Administrator

Summary

This position performs and assists in all aspects of the daily Storeroom operations including Accounting and Purchasing.

Principal Working Relationships

- Supervisor: Storeroom Supervisor
- Others: Storeroom staff, Purchasing Department, Accounting Department, Others as needed

Essential Job Duties

- Assist Storeroom Supervisor by identifying work procedures and expedite workflow
- Examine work for exactness, neatness, and conformance to policies and procedures
- Assist employees with work process problems
- Lead, guide, and train employees performing related work
- Maintain department database, prepare routine reports, and file shipping and receiving records
- Receiving responsibilities
- Handling of Doc link and other software
- Issue tickets
- Basic project
- Operations weekly report
- Inventory entry and updates
- Negative value report audit
- Cataloging non-inventory items
- Setting up new stock items
- Coal Train set tracking
- Physical inventory
- GP administration
- Taxable items
- Remove and market obsolete inventory
- Initiate proof of delivery documents
- Other duties as required by the business
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Self-motivated and strong problem solving skills
- Computer proficiency, Microsoft office (especially EXCEL)
- Strong communication and information exchange skills
- The ability to read, prepare, interpret and understand related documents
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Competencies and skill set required to do the job well

- Ability to maintain quality and Safety
- Ability to lead and train staff
- Ability to prepare routine paperwork
- Ability to read, count, sort, check and verify numbers
- Ability to perform simple math
- Ability to detect problems and report information to appropriate personnel
- Leadership
- Communication proficiency
- Problem solving/analysis
- Learning orientation
- Personal effectiveness/credibility
- Presentation skills

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight hour shift if necessary

- Able to bend and lift – 20 to 100 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date