

Job Title: Clerk

Job Classification: Non-Exempt

Department: Commercial-MI

Reports To: Material Information Supervisor

Job Summary

Responsible for generating purchase requisitions for materials to be procured through the AIMM system and all other tasks related to materials for projects and facility use, including receipts, mill certification, consignments and shipping documents.

Duties and Responsibilities

- Receive Purchase BOM from Engineering and check for materials already available in facility
- Complete Material Transfer Forms for materials that are available from other projects
- Raise purchase requisition in AIMM for materials to be procured for projects
- Enter receipts for materials purchased through the AIMM system and make the entry in JDE
- Enter receipts in JDE for project major equipment, facility equipment, maintenance parts and other department expense purchases
- Ensure that mill certificates are received for all steel materials purchased for use on projects and maintain electronic database and file of documents
- Maintain file of all purchase orders with their receipts attached
- Assist with vendor consignments; complete monthly physical inventories of consigned stock to identify items consumed during the reporting period.
- Assist with the distribution of coffee supplies from warehouse club
- Generate shipping order documents for materials to be shipped from the facility and distribute copies once done
- Maintain a manual register of all receipts and issues for all Non-AIMM, BFE and Operations materials
- Perform Cycle counts of Project Stock materials
- Complete listings of all materials leftover from projects
- Finalize report of materials to be brought to Inventory
- Assist QC with inspection of materials being returned from projects and then annually thereafter while in Inventory
- Assist in the preparation of Inventory and Surplus Materials Warehouse for annual Physical Inventory
- Assist Warehouse Department as necessary.
- Assist other departments as necessary to help them meet their objectives

Additional duties and responsibilities may be added to this position as required by the organization.

Commitment to QHSE

employees are required to follow Quality, Health, Safety, and Environmental Policies & Procedures on a daily basis. Employees are required to work safely, effectively, and efficiently in order to care for the environment, work place, and coworkers. Employees are highly encouraged to suggest ways to improve any aspect of the company's processes.

Experience Qualification

Minimum of 1 year in a clerical position
Experience in Inventory Control and
Warehouse operations (ie. Shipping and
Receiving) preferred

Skills and Abilities Qualification

Proficient in MS Office: (Word, Excel, Power
Point)
Bilingual (English/Spanish) preferred
Planning and Organizational
Multitasking

Exceptional Writing Skills
Organizational skills
Communication Coordination
Critical Thinking
Teamwork

Education Qualification

High School Diploma or Equivalent required.

Job Description Approvals

Dept. Head Name: _____

Dept. Head Signature: _____

Date: _____

HR Manager Name: _____

HR Manager Signature: _____

Date: _____

Employee Acknowledgement of Job Description

Print Employee Name: _____

ID#: _____

Employee Signature: _____

Date: _____