# JOB ANNOUNCEMENT

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<tr>
<th>Job Title:</th>
<th>Posting Date:</th>
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<td>Warehouse Worker II</td>
<td>October 3, 2022</td>
<td>291-22</td>
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<th>Department/Division:</th>
<th>Closing Date:</th>
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<td>Office of Procurement</td>
<td>October 7, 2022</td>
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<th>Type of Position:</th>
<th>Posting Type:</th>
<th>Pay Grade and Salary Range:</th>
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**General Description:**
Under the direct supervision of the Stock Control Manager, the Warehouse Assistant performs professional work to receive, store, inventory, and issue materials and supplies housed in the warehouse facility.

**Key Duties and Responsibilities:**

- Monitor and manage inventory control
  - Manage and handle loading and unloading of incoming shipments of stock items
  - Handle delicate and sensitive products with utmost care
  - Determine appropriate places for storage
  - Sort, organize, and stack large bulk stock items into their locations
  - Rotate stock as needed
  - Organize and maintain up to date inventory records and tracking system
  - Monitor activities in warehouse and ensure proper recording of outgoing items
  - Monitor inventory levels and regularly to gauge restocking needs
  - Report damaged or missing inventory to supervisor
  - Participate in inventory team to prepare and conduct annual physical inventory of stock items

- Issue stock items by filling stub requisition orders from departments
  - Receive pick tickets and pull stock control items to fill department orders
  - Pack stock items in a neatly organized and secure fashion to ensure quality and quantity of products
  - Fill orders in OneSolution system
  - Record and log all deliveries and pickups

- Maintain a clean, safe workspace in warehouse
  - Keep all surfaces clean and free of dust and debris
  - Remove all safety hazards from aisles and warehouse premises
- Safely operate vehicles and heavy machinery like forklifts to move, store or deliver inventory
  - Wear safety gear at all times
- Perform other job related duties as assigned.

Knowledge, Skills and Ability:
- Must demonstrate the following skills:
  - Teamwork and Interpersonal
  - Plan, organize, and prioritize work
  - Have critical thinking and problem solving
  - Professionalism
  - Positive Attitude
  - Strong work ethic
  - Effective written and oral communication
- Must have proficient knowledge in the following areas:
  - Purchasing policies and procedures
  - One solution program
  - Customer based service
  - Basic computer programs (email, internet word-processing, spreadsheet)

Academic and Experience Requirements:
- Applicant must have an Associate’s Degree from an accredited college or university plus four years of work related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will commensurate with degree and experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

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[Signature]

Lynn Pulou-Alaimalo
Director, Department of Human Resources