

Job Description:

Warehouse Administrator

Job Title: Warehouse Administrator
Department: Install

Pay Scale: \$16 - \$20
FLSA Status: Non-Exempt

Work Hours: 7:00am – 4:00pm

Primary Job Function: Responsible for ensuring all jobs scheduled for the next day have all material and equipment pulled. Keep inventory stocked according to Department Managers min/max. Track material returns by job and return to stock. Responsible for all materials, supplies, etc. that leave the shop have been properly filled out on a material sheet. List all overstocked items and give to Department Manager for return to vendor. Check and put away stock orders. Fabricate duct work. Maintain shop and yard in a clean and orderly fashion. Assist Installers in loading and unloading vans. Perform truck audits. This is a non-supervisory role.

Reports to: Installation Manager

Required Qualifications:

- Insurable by Company insurance carrier
- Valid driver's license
- Willingness to invest time in training seminars and classes
- Follow directions as given, written and verbal
- Basic safety knowledge of tools and surroundings
- Safe use of ladders
- Comply with all safety rules
- Arrive on time daily
- Dress in workmanship like manner
- Unloading/stocking supplies and equipment
- Unloading/loading of truck
- Be able to move 100 pounds unassisted
- Demonstrate mechanical aptitude

Desired Qualifications:

- 3+ years' experience in Inventory control
- Certified on Forklifts
- EPA Certified
- Any HVAC industry knowledge
- CDL
- First Aid and CPR certified
- Basic knowledge of Microsoft Office software

Daily, Weekly, Monthly, Yearly Duties:

- Assist Department Managers with items necessary to dispatch the crew in the morning
- Pull install job material and stage for install daily
- List "return to stock" and give to Department Managers for return to vendor
- Put away any deliveries, mark equipment received with job name and number, stage in appropriate area
- Perform quarterly inventory count
- Maintain min/max quantities for stock parts in warehouse. Place stock orders as needed, per Department Manager.
- Check schedule for all jobs installing tomorrow, pull material list and stage
- Remove clutter and scrap from shop area
- Pick up all garbage from warehouse, yard and on building grounds
- Report status of jobs pulled at day's end to Department Managers
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- Keep parts room secure down to the box (not to the screw) with process for filling requests.
- Keep track of equipment inventory and report to bookkeeping with model/serial of equipment pulled.
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- Pull truck stock for service daily using tote system. Notify Service Manager of shortages
- Pull truck stock for install daily using consumables sheet.
- Pull technician filters for the upcoming day
- Review schedule for upcoming jobs to make certain that all material lists have been turned in for pulling and staging, notify Department Managers if any are missing
- Maintain facility in proper and safe operating condition.
- Put away all extra materials brought back by installers the day before
- Maintain warehousing of Company supplied tools. Generate check out lists and reconcile upon return
- Perform truck audits with field specialists
 - o Ensure full stock per stock sheet
 - o Ensure trucks are clean and professional
- Other duties as assigned.
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Success Factors / Job Competencies:

Warehouse Administrator
1317 Schofield Lane
Farmington, NM 87401



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- Organization – Keeping the work areas ultra clean and organized
- Timely in work - Quickly delivering and staging the need materials
- Detailed – Inventory count is accurate to the box (not to the nut and bolt).
- Procedural driven – Ensuring that company procedures are being followed

Performance Indicators:

Certain key business indicators that will measure the effectiveness of the Warehouse Person. These include the following:

- Number of times jobs are not pulled and staged ready for installers
- Organization of warehouse and yard
- Accuracy of paperwork, hours & materials charged to jobs
- Number of installers will call because of not properly pulling materials
- Number of times emergency stocking orders are processed for stocked inventory.

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