



Supply Clerk

The supply Clerk has familiarity with military or commercial logistics supply systems as well as automated and manual supply systems and equipment serviceability standards and criteria is a plus. Works to help the flow of shipments both inbound and outbound in the manner that is most cost effective. Routes outbound delivered loads and inbound back-hauls. Utilizes logistics software. References DOT regulations on hours of service. Manages load utilization. Coordinates common carrier activities. Maintains customer database and profile by customer location. Updates information for each customer. Maintains customer delivery time windows. Maintains customer database network system. Responsible for tracking raw materials. Manages communications associated with logistics distribution of material. Coordinates the distribution point of material for incoming and outgoing material. Performs other duties as assigned.

H.S. Diploma or Equivalent, 2 years of experience in receipt, accountability, and inventory of equipment and spare parts; preferably military supply experience. Familiarity with military or commercial logistics supply systems as well as automated and manual supply systems and equipment serviceability standards and criteria is a plus. For Army specific support, individual knees 1 yr. experience with the STAMIS system. Experience in data entry to query and enter information for supply, acquisition, and inventory purposes, pull and stage equipment for shipment, package equipment for shipment and prepare the necessary paperwork, staging and shipping equipment for repair. Experience in inventory and requisition supplies and maintaining stock of supplies and equipment. Experience in operating material and handling equipment.

Must be able to balance, bend, carry, crouch, stretch and kneel

Must be able to push, pull, and reach

Must be able to work in high noise areas

Must be able to lift 50lbs and small parts

Must be able to work with computers and CRTs, and type on a computer keyboard.