

**BLACKFEET HOUSING  
JOB DESCRIPTION**

**Job Title:** Inventory Control Clerk

**Department:** Warehouse

**Reports to:** Warehouse Supervisor

**Summary of Work:**

This position is responsible for compiling records concerned with ordering, receiving, storing, issuing, and physically counting items in the warehouses. This position is required to maintain the purchase orders, filing, typing and some accounting duties as necessary. **NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned to every duty.**

**Essential Duties and Responsibilities include the following:**

- Print computer labels for inventory items
- Computer data entry for Issues, receiving, purchase orders, returns and contracts
- Upkeep and update the computer system for accurate items numbers, quantities and job costs
- Maintain filing system and records
- Knowledge of computer-quick books, Word, excel, E-mail
- Knowledge of office equipment- phones, copier, fax machine, etc.
- Knowledge of construction supplies and materials
- Knowledge of measurements of construction supplies and materials
- Knowledge of warehouse procedures
- Maintain safe work environment
- Must adhere to Blackfeet Housing Vehicle Policy
- Observe work hours
- Performs assigned duties
- Demonstrates punctuality
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public
- Trustworthy
- Adheres to strict confidentiality
- Other duties as assigned

**Education/Experience:**

- High School Diploma or GED equivalent required
- No less than 2 years' experience

**Certificates, Licenses, Registrations:**

- Must have a valid Montana Driver's License
- A certificate or training pertaining to computer skills preferred

**Human Contact:**

Daily contact with:

- Warehouse Supervisor
- Renovation Department
- Maintenance Department
- Contractors
- Vendors

**Language skills:**

This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions.

**Mathematical skills:**

- Must possess basic mathematical skills pertaining to inventory
- Must possess knowledge of metric system

**Responsibility for equipment, records, or facilities:**

- Vehicle maintenance program to include Blackfeet Housing equipment
- Responsible for maintaining security of equipment and materials

**Financial Responsibilities:**

- Basic accounting skills

**Responsibility for safety of others:**

- NIA

**Work of Others/Supervisory Responsibilities:**

- NIA

**Job environment/ hazards:**

- Deals tactfully and courteously with public
- Possible contact with hazardous materials
- Required to work in/out of the office setting

**Physical demands:**

- Lift small office equipment and supplies

**Mental demands:**

- Must be able to maintain sound judgment under stressful conditions
- Must practice and maintain confidentiality