

Supply Technician

Job Category: Union

Job Details

Description

General Summary

Oversees the entire supply/purchasing operation. Position provides a lead role in the Warehouse Department. Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Possess the ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

Essential Duties and Responsibilities:

- Maintains parts warehouse; conducts periodic inventories to ensure accuracy within ILS-S, performing 100% inventory as required.
- Follows "just-in-time" supply discipline, reducing the dollar amount of parts stored.
- Determines parts to be stocked based on usage, assigns min/max/reorder points.
- Inputs parts information in ILS-S as needed; assign location, name, part number, label, etc.
- Coordinates with accounts payable functions to send invoices to Corporate for payment.
- Follows DoD-mandated Small Business goals, responsible for cost-effective compliance.
- Assists the Project Coordinator in Service Order efforts.
- Leads and trains shipping/receiving clerks.
- Demonstrates skill in sound problem solving, decision-making and innovation in finding economical solutions in every area of supply support.
- Must have effective oral and written communication skills as well as excellent interpersonal skills.
- Verifies orders of chemicals against approved SDS lists. Works with Environmental Compliance to ensure compliance.
- Participates in technical and professional education as needed.
- Prepares reports and attends meetings as directed.
- Performs other duties as assigned.
- Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility.
- The work generally involves individual case problems or supply actions.
- This work may require consideration of program requirements, together with specific variations in or from standardized guidelines.
- Assignments require a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines.
- An understanding of the needs of the organization serviced.

Key Tasks or Duties:

- Ensures section has adequate materials/parts to conduct daily services.
- Leads warehouse to include stock levels, safety, and cleanliness.
- Leads all supply/purchasing and accounts personnel.
- Maintains competence in all information systems required to perform duties.

Knowledge, Experience and Skill Requirements:

- Must have two (2) years' experience and knowledge on the Integrated Logistics System Supply (ILS-S) or related experience
- Basic knowledge of purchasing supplies/services, storing, maintaining, and issuing stock, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Proficient in using Microsoft Office software.
- Demonstrated capability to work in a dynamic, fast-paced environment; action-oriented and able to handle multiple priorities at a time.
- Strong organizational skills.
- Strong, assertive written and oral communication skills.
- Maintain valid driver's license and forklift certification.
- Must have knowledge on U.S. Air Force AFMAN 23-101.
- Must be able to obtain and maintain a Secret Clearance.
- Must be able to lift 75 lbs. and have basic math and Microsoft Office programs skills and knowledge

Working Conditions:

- Occasional lifting required—there will be exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.
- Physical demands include sitting, standing and walking, occasional bending reaching and lifting based on the service being provided.

This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not

otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

